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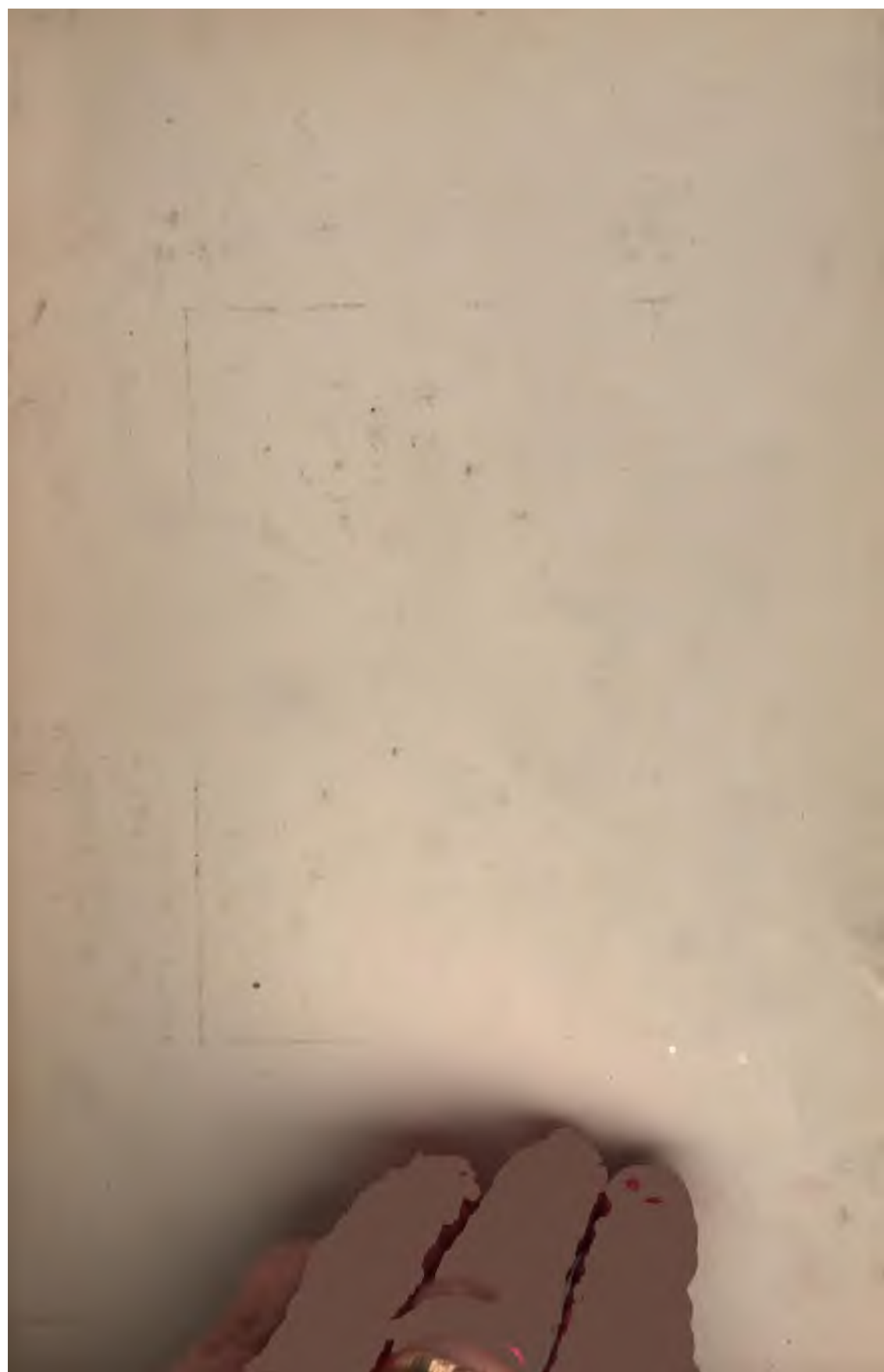
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Harvard College Library

FROM

New York State Library



New York State Education Department

New York State Library

LIBRARY SCHOOL BULLETIN

No. 11-20 Vol. 2

June 1902-June 1905

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ALBANY

NEW YORK STATE EDUCATION DEPARTMENT

1905

L255m-N5-900

92-1 1001

Published monthly by the
University of the State of New York

BULLETIN 73

1902

New York-State Library

MELVIL DEWEY Director

Bulletin 73

LIBRARY SCHOOL (I)

REGISTER

OF

NEW YORK STATE LIBRARY SCHOOL

Jan. 5, 1887—Dec. 31, 1901

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- 1874 ANSON JUDD UFSON L.H.D. D.D. LL.D.
Chancellor, Glens Falls
- 1892 WILLIAM CROSWELL DOANE D.D. LL.D.
Vice-Chancellor, Albany
- 1873 MARTIN I. TOWNSEND M.A. LL.D. - - - Troy
- 1877 CHAUNCEY M. DEFEW LL.D. - - - New York
- 1877 CHARLES E. FITCH LL.B. M.A. L.H.D. - - Rochester
- 1878 WHITELAW REID M.A. LL.D. - - - New York
- 1881 WILLIAM H. WATSON M.A. LL.D. M.D. - - Utica
- 1881 HENRY E. TURNER LL.D. - - - Lowville
- 1883 ST CLAIR MCKELWAY M.A. L.H.D. LL.D. D.C.L. Brooklyn
- 1885 DANIEL BEACH Ph.D. LL.D. - - - Watkins
- 1888 CARROLL E. SMITH LL.D. - - - Syracuse
- 1890 PLINY T. SEXTON LL.D. - - - Palmyra
- 1890 T. GUILFORD SMITH M.A. C.E. LL.D. - - Buffalo
- 1893 LEWIS A. STIMSON B.A. LL.D. M.D. - - New York
- 1895 ALBERT VANDER VEER Ph.D. M.D. - - Albany
- 1895 CHARLES R. SKINNER M.A. LL.D.
Superintendent of Public Instruction, ex officio
- 1897 CHESTER S. LORD M.A. LL.D. - - - Brooklyn
- 1897 TIMOTHY L. WOODRUFF M.A. Lieutenant-Governor, ex officio
- 1899 JOHN T. McDONOUGH LL.B. LL.D. Secretary of State, ex officio
- 1900 THOMAS A. HENDRICK M.A. LL.D. - - - Rochester
- 1901 BENJAMIN B. OHELL JR LL.D. Governor, ex officio
- 1901 ROBERT C. PRUYN M.A. - - - Albany
- 1902 WILLIAM NOTTINGHAM M.A. Ph.D. - - - Syracuse

SECRETARY

Elected by Regents

1900 JAMES RUSSELL PARSONS JR M.A.

DIRECTORS OF DEPARTMENTS

- 1888 MELVIL DEWEY M.A. *State Library and Home Education*
- 1890 JAMES RUSSELL PARSONS JR M.A.
Administrative, College and High School Dep'ts
- 1890 FREDERICK J. H. MERRILL Ph.D. *State Museum*

University of the State of New York

New York State Library

MELVIL DEWEY Director

Bulletin 73 June 1902

LIBRARY SCHOOL II

REGISTER

OF

New York State Library School

Jan. 5, 1887-Dec. 31, 1901

PREFACE

The annual register of Columbia college school of library economy issued in 1887 and 1888 was followed by the Library school register, 1887-96, covering the first 10 years. This register covers the first 15 years of the school, Jan. 5, 1887-Dec. 31, 1901. It contains a complete list of the 363 matriculated students with residence before entrance; library school, college and library connection of each; attendance at A. L. A. and foreign library meetings, and offices and present membership in the national, state, local and New York state library school associations. Membership in the New York state library school association and other library associations, so far as reported, is given to May 1902, the time the register went to press.

Summaries include a chronologic table of the most important events in the history of the school and tables of residence, preliminary education, credentials, positions filled, A. L. A. attendance, alumni lecturers, and committees on library training, etc. Some of these tables have previously appeared in the annual report but they will hereafter be printed in full only in the five year register.

A complete list of the matriculated students in the summer course is appended with college connection, positions held on entering the summer course and number of weeks in attendance if less than the full course.

For full account of the work of the school see its annual reports. also its *Handbook*, 1901.

ABBREVIATIONS

Besides L B dates and common abbreviations for states, degrees and honorary titles the following abbreviations have been used in the condensed records of students:

*	dead	L I	Long Island
a	member New York state	lib	library, libraries
	library school associa-	ln	librarian
	tion	L S	Library school (New York state)
agric	agriculture, agricultural	M E	methodist episcopal
A L A	American library associa-	med	medical
	tion	mem	member, memorial
Amer	America, American	mss	manuscripts
assn	association	mtg	meeting
asst	assistant	N E A	National educational asso-
bldg	building		ciation
circ	circulating	N Y L A	New York library associa-
clsfr	classifier		tion
co	company, county	N Y S L	New York state library
col	college	p. l.	public library
com	committee	pres	president
conf	conference	pub	public, publishing
ctlgr	cataloguer	ref	reference
dept	department	rept	report
dict	dictionary	sch	school
div	division	sec	secretary
doc	documents	sem	seminary
econ	economy	soc	society
educ	education, educational	sr	senior
elem	elementary	supt	superintendent
exec	executive	theol	theological
f. l.	free library	trav	traveling
f. p. l.	free public library	treas	treasurer
govt	government	univ	university
hist	history, historical	vice-pres	vice-president
inst	institute	yr	year
L A U K	Library association of the		
	United Kingdom		

REGISTER

FACULTY

Melvil Dewey M. A. (Amherst) *director*. Library economy 1884-date.

Amherst B. A. 1874, M. A. 1877; acting librarian Amherst college 1872-76; consulting librarian Wellesley college 1882-85; chief librarian Columbia university 1883-88, director Columbia library school and professor library economy 1884-88; secretary University of the State of New York 1889-99, director New York state library and home education dep't and director library school 1889-date.

Secretary A. L. A. 1876-90, 1897-98, treasurer 1879-81, president 1890-91, 1892-93, councilor 1891-1901, president A. L. A. publishing board 1893-95 (member from organization to date); president N. E. A. library dep't 1896-97; president Ass'n of state librarians 1889-92; official representative of U. S. government at international library conference, London 1897; councilor L. A. U. K. 1877; president N. Y. library ass'n 1890-92; vice-president New York library club 1887-88, president 1888-89.

Author *Decimal classification*, ed. 1-6, 1876-99; *Library school rules*, ed. 1-4, 1888-99; *Abridged decimal classification*, 1894; *Simplified library school rules*, 1898.

Editor *Library journal*, 1877-80, v. 1-5; *Library notes*, 1887-98; *Papers prepared for American library association, Columbian exposition* 1893, 1896.

Mrs Salome Cutler Fairchild (Mt Holyoke) B. L. S. (N. Y.) *vice-director*. Loan department, selection of books 1887-date

Mt Holyoke seminary, graduate 1875; cataloguer Columbia university library 1884-85, head cataloguer 1885-89, instructor Columbia library school 1887-89; vice-director New York state library school 1889-date, librarian New York state library for blind 1899-date.

Assistant secretary A. L. A. 1889-92, chairman Columbian exposition committee 1890-93, councilor 1892-98, vice-president 1894-95, 1900-1, on executive board 1894-95, 1900-1; vice-president New York library club 1888-89.

Editor *Catalog of "A. L. A." library*, 1893.

Florence Woodworth B. L. S. (N. Y.) *director's assistant* 1889-date

See p. 10, no. 22.

Walter Stanley Biscoe M. A. (Amherst) Bibliography, advanced classification, history of libraries and printing 1887-date

Amherst B. A. 1874, M. A. 1877; Taunton (Mass.) public librarian 1875-76; assistant librarian Amherst college 1876-79, acting librarian 1879-83; catalogue librarian Columbia university 1883-89, lecturer on classification Columbia library school 1887-89; catalogue librarian New York state library 1889-97, senior librarian 1897-date, instructor library school 1889-date.

Ada Alice Jones *secretary of faculty*. Advanced cataloguing 1888-date

See p. 9, no. 13.

Dunkin Van Rensselaer Johnston M. A. (Hobart) Reference department, bookbinding 1890-date.

Hobart B. A. 1883, M. A. 1885; assistant librarian New York state library 1883-88, reference librarian 1889-date, instructor library school 1890-date.

Councilor A. L. A. 1891-92.

May Seymour B. A. (Smith) Library editing and printing 1891-date

See p. 10, no. 19.

Edith Davenport Fuller. Dictionary cataloguing 1894-date

Assistant Boston public library order department 1879-81, associate chief of order department 1881-90; classifier and cataloguer Peterboro (N. H.) town library 1893, 1894; librarian Episcopal theological school, Cambridge Mass. 1891-date; instructor library school 1894-date

William Reed Eastman M. A. (Yale) B. L. S. (N. Y.) Library buildings, founding and government 1895-date

See p. 19, no. 88.

Martha Thorne Wheeler. Indexing 1895-date

See p. 18, no. 81.

Ada Bunnell B. L. S. (N. Y.) Elementary classification 1898-date

See p. 16, no. 69.

Mary Louisa Sutliff. Summer course, cataloguing 1897-date

See p. 23, no. 121.

STUDENTS**Arranged by classes**

Facts are given in the following order: 1) library school credentials and attendance; 2) residence before entrance; 3) college connection; 4) positions; 5) membership in A. L. A. and attendance at A. L. A. and foreign library meetings; 6) membership and offices in national, state, local and New York state library school associations.

If a student is registered as attending the school while filling a position, it signifies a leave of absence.

First year certificate. This certificate shows that the holder has met all entrance requirements and has completed satisfactorily the work and examinations of junior year.

Columbia certificate. This certificate was granted by Columbia university to students who completed the course there before the school was transferred to the New York state library in 1889.

Diploma. This shows that the holder has met all entrance requirements, has received at least one year's instruction in residence at the school, has passed each examination of the two years course with a standing of not less than 75% and has submitted a satisfactory bibliography. It is also granted to holders of Columbia certificates who have passed all library examinations of New York state library school and have submitted the required graduation bibliography.

Honor credentials. If three fourths of all required work is completed with an examination standing of 90% or over, the credential is issued "with honor."

B. L. S. Beginning with class of 1902 all graduates of registered colleges who complete the two years course receive the degree B. L. S. It is also granted to holders of Columbia certificates, who have passed all library examinations of New York state library school, submitted the required graduation bibliography and received honor on three fourths of the counts; and (instead of the present entrance requirements for a degree) have been engaged for 10 years in successful library work, accepted as satisfactory by vote of the faculty. In classes of the New York state library school before that of 1902 the degree was conferred on graduates who won honors in three fourths of the course, and who submitted diplomas or certificates from registered colleges or passed examinations covering at least two full years of general college work, three fourths with honor.

A manuscript supplement brings the register to date, and the active cooperation of students is desired in order that the record may be as complete as possible. In addition to the five year register, notice of the more important positions is sent to the *Library journal* and *Public libraries* each month and a complete list of the new positions filled during the fiscal year ending Sep. 30 is printed in the annual report of the school.

Each student is asked to correct his record as it appears in the register and to fill out deficiencies, completing the record of attendance at the A. L. A. or foreign library meetings and adding present membership and offices

held at any time in the national, state or local library associations, also in the New York state library school association. Dates should be given so far as possible by month and year instead of by year only. A dash between two dates means through or including the latter date; e. g. work done Ja-Je 96 indicates work begun in January and continued through the whole or part of June 1896.

Prompt notice of corrections and of change or termination of position or office should be sent to New York state library school, Albany N. Y.

Class of 1888

- 1 * **Bonnell, Kate** L S, Ja-My 87
San Francisco; ctlgr New York free circ lib 1887; died 7 S 90
- 2 * **Burgess, Harriet P.** L S, Ja-My 87
New York; died 7 F 96
- 3 **Catlin, George** L S, Ja-Je 87
Birmingham Eng; before entering L S, asst in Birmingham free libraries; ctlgr University club, New York, winter 1887
- 4 **Chapman, Lillian Howe** L S, Ja-Jl, S-D 87
Cottage City Mass; asst in Y W C A, New York, Je-D 87; in Cottage City lib assn Q 85-O 86, on lib com My 83-Jl 94; clsfr and ctlgr Vineyard Haven (Mass) p. l. Jl-S 96; proprietor Cottage City lending lib Jl 93-date
- 5 * **Cole, George Watson** *Columbia certificate* L S 1887-88
New York; ctlgr Fitchburg (Mass) p. l. Ag 85-O 86; asst Newberry lib, Chicago, Ap 88-D 91; Jersey City pub ln Ja 91-N 95; in Pratt inst, Brooklyn, N 86-S 87, lecturer on hist of libraries lib sch Ap 01-date; at A L A mtgs 85, 87, 90, 92, 93, 94, 96, 00, on A L A lib training com 1892-93, treas A L A 1893-96; at international lib conf, London 97; vice-pres N J lib assn 1891-94, pres 1894-95; mem N Y L A; sec New York lib club 1892-93, pres 1893-94, on exec com 1891-92, 1894-95, 1901-date; mem L S assn
- 6 * **Denio, Lillian** *Columbia certificate* L S, Ja 87-Ja 89
Albion N Y; Wellesley 1876-77, 1878-79; asst Wellesley col lib Jl-Ag 87; ctlgr Union for Christian work, Brooklyn, N 87-F 88; ctlgr Grand Rapids (Mich) p. l. F 89-Mr 90; in Bryson lib, Teachers col, Columbia univ Ap 90-Je 96; at A L A mtgs 87, 92, 93, 94; vice-pres New York lib club 1894-95; died 1 Je 01
- 7 **Fernald, Harriet Converse** *Columbia certificate* L S 1887-88, D 88-Ja 89
Orono Me; Maine state col (Orono) B. S. 1884, M. S. 1888; ctlgr Saugus (Mass) p. l. My-Je 87; clsfr Bowdoin col lib Ag-O 87; ctlgr Union for Christian work, Brooklyn, N 87-F 88; ctlgr Pennsylvania state col lib, State College, D 89-Je 90; ctlgr Maine state col lib, Orono, Ag-N 88, F-Je 89, ln D 90-Jl 97, in charge of class in lib econ S 94-Je 97; married John Alvin Pierce 17 Ag 97; sec Maine lib assn 1891-97
- 8 **Godfrey, Lydia Boker** *Columbia certificate* L S, Ja-Ap 88
Wellesley Mass; Vassar 1872-74; Boston univ, Ph. B. 1878; 1st asst Boston p. l. order dept 1881-83; supt Wellesley col lib catalogue dept

1883-88, ref in S 88-Ag 93, in S 93-date, instructor in bibliography Ap 88-date, leave of absence in Europe Jl 91-S 92; at A L A mtg 94; at L A U K mtg 91.

- 9 **Goodrich, Harriet** L S, Ja-F 87
Northampton Mass
- 10 * **Griswold, Harriet Sherman** L S, Ja-My 87
Batavia N Y; Batavia pub in 1883-86; asst in Y W C A, New York, Ap-Je 87, in Je 87-Je 88; died 2 F 89
- 11 **Hutchins, Annie Eliza** L S 1887, attended lectures only
Cambridge Mass; formerly of Harvard, Boston pub and Cornell univ lib; ctlgr Columbia univ lib, instructor in dict cataloguing L S 1887; ctlgr Newberry (Chicago) and Yale univ lib; at A L A mtgs 79, 89
- 12 * **Jackson, Annie Brown** *Columbia certificate* L S 1887-88
North Adams Mass; Smith B. A. 1882, M. A. 1885; on North Adams (Mass) p. l. book com 1885-date, pres board of trustees 1896-date; at A L A mtgs 90, 93, 98, 00; mem L S assn, 1st vice-pres 1894-95
- 13 * **Jones, Ada Alice** *Columbia certificate* L S 1887-88
Chester, Geauga co O; Wellesley 1878-80, 1881-82; ctlgr Wellesley col lib Jl 82-S 87; asst in Y W C A, New York, N 87-My 88; ctlgr Columbia univ lib My 88-Mr 89; in Woman's lib, World's Columbian exposition, Chicago, Jl-Ag 93; ctlgr N Y S L, Ap 89-S 92, head ctlgr O 92-date, instructor in cataloguing L S, O 88-date, sec of faculty F 91-date; at A L A mtgs 90, 93, 94, 95, 98, 99; mem L S assn, on exec board 1895-96, pres L S assn 1898-99
- 14 **Knowlton, Frances S.** L S, Ja-Apr 87
Holland Patent N Y
- 15 **Miller, Eulora** *Columbia certificate* L S 1887-88
Lafayette Ind; Purdue univ (Lafayette) B. S. 1878; in Purdue univ 1878-80; asst in Lafayette (Ind) p. l. 1882-87, in 1888; in Pratt inst, Brooklyn 1889-90; married Rufus Platt Jennings 20 N 90; at A L A mtgs 87, 89
- 16 * **Nelson, Martha Furber** L S, Ja-Je 87
Trenton N J; asst in New York free circ lib Ja 86-Ja 87; clsfr Pratt inst f. l. Brooklyn, Ag-S 87; in Union lib (W C T U) Trenton N J, O 87-S 95; in and instructor in bibliography Trenton (N J) state normal sch S 95-date; at A L A mtgs 88, 90, 92, 93; sec N J lib assn 1890-93, vice-pres 1894-96; mem L S assn
- 17 * **Patten, Frank Chauncy** *Columbia certificate* L S 1887-88
Ripon Wis; Ripon col 1885-86; Harvard graduate sch 1899-1901; asst in Ripon col 1883-86; ctlgr New York free circ lib My-D 87; evening ref clerk Columbia univ lib O 87-Mr 88, catalogue curator and ref clerk Ap 88-Mr 89; consulting in Y M C A, Albany N Y 1890-92; catalogue and shelf curator N Y S L, Ap 89-Jl 92; Helena (Mont) pub in Ag 92-Jl 99; mem A L A, at mtgs 86, 87, 90, 92, 93, 95, 96, 97, 00, 01; treas L S assn 1895-96, pres 1901-date

18 a Plummer, Mary Wright *Columbia certificate* L S, Ja 87-Mr 88

Chicago; Wellesley 1881-82; asst in charge St Louis p. l. cataloguing dept Ap 88-Ap 90; charge of A L A exhibit, Paris exposition 1900 Jl-Ag 00; instructor in cataloguing L S, N-D 87, nonresident lecturer on hist of lib Mr 96-date; in Pratt inst, Brooklyn, N 90-Je 95, in and director dept of libraries Jl 95-date, director lib sch 1890-date, year's leave of absence in Europe 1894-95; contributing editor *Public libraries* My 96-date; at A L A mtgs 87, 89, 90, 91, 92, 93, 96, 97, 98, 99, 00, 01, on A L A lib training com 1891-92, on European trip com 1896-97, on lib tracts com 1898-1900, on revision of constitution com 1898-1900, vice-pres 1899-1900, on council 1896-1901, on international co-operation com 1900-date; on N E A lib dept com on relations of pub lib to pub sch 1897-98; U S official delegate at international lib congress, Paris 1900; sec N Y L A 1892-93; vice-pres L I lib club 1900-1, chairman com on cooperation among Brooklyn lib 1901, pres 1901-date; vice-pres New York lib club 1891-92, on exec com 1891-92, pres 1896-97; mem L S assn, on exec board 1895-96

19 a Seymour, May *Columbia certificate* L S 1887, 1888-89

Binghamton N Y; Smith B. A. 1880; clsfr and ctlgr Osterhout f. l. Wilkesbarre Pa 1887-88; ctlgr Columbia univ lib 1888-89; clsfr N Y S L, Ap 89-Mr 91, educ in Ap 91-date, instructor in elem classification L S 1891, instructor in lib printing and editing Ap 92-date; at A L A mtgs 90, 92, 93, 94, 98; mem N Y L A; mem L S assn

20 Stott, Janet Elizabeth L S, Ja-Ap 87

New York; asst in New York free circ lib F 82-Je 89; married Richard Lavery 25 S 89; at A L A mtg 87

21 Talcott, Eliza S. L S, Ja-My 87

Elmwood Ct; Vassar B. A. 1869; ctlgr Connecticut mutual life insurance company lib, Hartford, O-N 87; asst ctlgr Union for Christian work, Brooklyn, D 87-Mr 88; asst in Hartford (Ct) p. l. Mr 88-Ap 95; at A L A mtgs 92, 94

22 a Woodworth, Florence B. L. S. 1900 L S 1887, Ja-Jl 89

St Louis; ctlgr Osterhout f. l. Wilkesbarre Pa, Ag 87-D 88; ctlgr Columbia univ lib Ja-Ap 89; in Woman's lib, World's Columbian exposition, Chicago, Jl-Ag 93; ctlgr N Y S L, Ap 89-S 92, director's asst O 92-date, charge of preparation of A L A exhibit for Paris exposition 1900, Jl 99-Jl 00, instructor in cataloguing L S, Ap 89-S 95, registrar Ap 89-S 92, director's asst O 92-date; mem A L A, at mtgs 90, 93, 94, 00, on A L A World's Columbian exposition com 1890-91; mem N Y L A; mem New York lib club; on L S assn exec board 1901-date

Class of 1889**23 a Baldwin, Elizabeth G.** *Columbia certificate* L S 1887-89

East Orange N J; in charge lib of Huguenot soc of Amer deposited in Columbia univ lib Ap 89-F 94, reviser Columbia univ lib cataloguing dept Ap 89-S 96, in Bryson lib, Teachers col, Columbia univ O 96-date; at A L A mtgs 90, 94, 99; at international lib conf, London 97; vice-pres N Y L A 1897-99; vice-pres New York lib club 1895-96, on exec com 1896-97; mem L S assn

- 24 * Banks, Mrs Martha Howard (Gordon)** L S 1887-89
 New York; ctlgr Newark (N J) f. p. l. J1-S 89, Ja-My 90; clsfr and
 ctlgr James Prendergast f. l. Jamestown N Y, J1-O 90; ctlgr Long-
 street lib, Peddie inst, Hightstown N J, D 90-Mr 91; In Bennett lib,
 Wyoming sem, Kingston Pa, Mr-D 91; clsfr and ctlgr Amer soc of
 mechanical engineers lib, New York, F-Ap 92; clsfr and ctlgr Slater
 lib, Jewett City Ct, Je 92-F 93; clsfr and ctlgr Springfield (Mass) city
 lib J1 95-My 97; ctlgr New York p. l. Je 97-Je 01; clsfr and ctlgr
 Dyer lib, Saco Me, J1 01-date; at A L A mtgs 92, 98; mem New York
 lib club; mem L S assn
- 25 Blackett, Harriet** L S, O 88-F 89, attended lectures only
 Lewiston Me; Bates B. A. 1884, M. A. 1887; ctlgr Oberlin col lib
 1885-87; ctlgr Columbia univ lib O 84-85, reviser and ctlgr Ja 88-J1 96
- 26 Browne, Nina Eliza B. L. S. 1891** L S, 1887-89
 Amherst Mass; Smith B. A. 1882, M. A. 1885; asst Columbia univ
 lib Ap 88-Ap 89; shellfister N Y S L, Ap 89-Ja 92, Je-N 92; clsfr and
 ctlgr Phipps scientific collection, Carnegie f. l. Allegheny Pa, Ja-My,
 D 92; In Library Bureau, Boston, Ja 93-N 01; asst sec A L A pub
 board O 96-J1 01, sec J1 01-date; at A L A mtgs 88, 89, 90, 92, 93, 94,
 96, 97, 98, 99, 00, 01, asst sec A L A 1893-94, registrar 1888-date, on
 advisory com on cataloguing rules 1900-date; at international lib conf,
 London 97; sec Mass lib club select fiction com 1895-96, chairman
 1897, recorder Mass lib club 1897-date
- 27 * Clarke, Edith Emily** *Columbia certificate* L S 1887-89
 Syracuse N Y; Syracuse univ, Ph. B. 1881; ctlgr Alfred (N Y) univ
 lib J1-Ag 88; head ctlgr Columbia univ lib Ap 89-Je 90; ctlgr in charge
 Woman's lib, World's Columbian exposition, Chicago, My-S 93; head
 ctlgr Newberry lib, Chicago, Ag 90-N 94; lecturer on dict catalogu-
 ing dept of lib econ Armour inst of technology, Chicago, Ap-
 D 94; lecturer on lib science Syracuse p. l. F-Mr 95; ctlgr
 Pub doc lib, Washington, J1-D 95, chief of cataloguing Ja 96-
 Je 98; In Vermont univ S 98-date; at A L A mtgs 90, 92,
 93, 94, 96, 97, 98, 00, on A L A lib administration com 1892-93; on D C
 lib assn com on *Handbook; with notes on libraries in Washington* 1896-97,
 chairman com on 1st supplement 1897-98; vice-pres Chicago lib club
 1893-94; mem L S assn, 2d vice-pres 1894-95, chairman com on
 instruction and work at L S 1900-1
- 28 * Cutler, Louisa Salome** *Columbia certificate, honor 1st yr certificate 1893*
 L S 1887-89
 Florence Mass; Mt Holyoke sem, graduate 1886; clsfr Newark
 (N J) f. p. l. Ap-J1 89; In Aguilar f. l. New York, S 87-S 91; clsfr
 Colgate univ lib, Hamilton N Y, N 91-My 92; In A L A lib, World's
 Columbian exposition, Chicago, J1 92-N 93; Utica (N Y) pub In
 N 93-Ag 95; at A L A mtgs 86, 87, 90, 91, 92, 93, 94, asst sec A L A
 1893-95; died 2 Ag 95
- 29 Gilmore, David Chandler** L S, N 87-F 88
 Rochester N Y; Rochester univ, B. A. 1887, M. A. 1891; In Railroad
 men's lib (branch Y M C A) New York, F 88-Ag 90

- 30 Hopson, Ema Katherine** *Columbia certificate* L S 1887-89
Chicago; ctlgr Columbia univ lib Ap 89-Je 90; ctlgr Newberry lib, Chicago, Je-S 90; married Howard Owen Sprogle 20 O 90; at A L A mtg 92
- 31 Jones, Gardner Maynard** L S, Ja-N 88
Boston; clsfr and ctlgr Boston book co N 88-F 89; Salem (Mass) pub ln Mr 89-date; at A L A mtgs 88, 90, 92, 93, 94, 96, 97, 98, 99, 00, 01, on A L A lib administration com 1890-92, on collection com A L A lib, World's Columbian exposition, Chicago 1892-93, on finance com 1894-96, recorder A L A 1896-97, sec European trip com 1896-97, chairman subject headings com 1892-95, 1897-98, on com on supplement to A L A catalogue 1895-98, chairman lib training com 1899, treas A L A 1897-date; at international lib conf, London 97 (vice-pres); at L A U K mtg 87; sec Mass lib club 1890-91, pres 1893-94, chairman select fiction com 1895-96, on com on cost of books 1901-date
- 32 *Knapp, August** L S 1887-89
Kaiserslautern Germany; died 22 My 00
- 33 Lee, Rev Albert** L S 1887-89
Oneida N Y; Harvard 1868-71; Auburn theol sem, graduate 1874; Yale divinity sch 1874-75; ctlgr Summerfield M E church, Brooklyn 1888; ctlgr Columbia univ lib 1889-Apr 92; ctlgr Harlem lib, New York, Apr 92-F 93; ln Mining bldg, World's Columbian exposition, Chicago, My-O 93; ctlgr private lib in and near Boston 1894-date, including private lib of Hon R. M. Morse, Boston
- 34 *Marsee, Isabella Rebecca** *Columbia certificate* L S, Ja 88-89
Indianapolis Ind; ref ln Indianapolis p. l. 1882-89; married Albert Lupton 11 D 89; died 22 S 95
- 35 *Medlicott, Mary** *Columbia certificate* L S 1887-89
Longmeadow Mass; ctlgr Alfred (N Y) univ lib Jl-Ag 88; ctlgr Bryson lib, Teachers col, Columbia univ Ja-Mr 89, ln Apr 89-Apr 90; ctlgr Soc for home study of Holy Scripture, New York, Ag 89-90; asst in charge Springfield (Mass) city lib ref dept, Apr 90-Ja 98, ref ln Ja 98-date; mem A L A, at mtgs 90, 92, 94, 96, 00; mem Mass lib club, vice-pres 1893-94, on select fiction com 1895-96; mem Western Mass lib club; mem Bay Path lib club; mem L S assn, on exec board 1895-96
- 36 Palmer, Henrietta Raymer** *Columbia certificate* L S 1887-89
Providence R I; Bryn Mawr B. A. 1893; ctlgr Newark (N J) f. p. l. Apr-Jl 89; ctlgr Lilly lib, Florence Mass, Jl-S 89; asst ln A L A lib, World's Columbian exposition, Chicago, Je-Jl 93; ctlgr Bryn Mawr col lib S 89-Je 90, acting ln 1890-91, associate ln 1893-S 95, ln S 95-Mr 98, leave of absence in Europe S 97-Mr 98; head of Worcester (Mass) f. p. l. cataloguing dept F-Je 99; ln and recording sec New Jersey hist soc, Newark, S 99-Ja 01; head of Brown univ lib cataloguing dept O 01-date; at A L A mtg 93
- 37 Prescott, Harriet Beardslee** *Columbia certificate* L S 1887-89
Jamaica Plain Mass; Mt Holyoke sem, graduate 1886; clsfr and ctlgr Columbia univ lib Apr 89-S 99, supervisor catalogue dept O 99-date; mem A L A, at mtgs 90, 91, 94, 97, 99, asst sec A L A 1896-97; mem N Y L A; mem New York lib club, sec 1893-95, vice-pres 1897-98

38 Richardson, Mary Abbie L S, Ja-Je 88

Woburn Mass; clsfr and ctlgr Atlanta univ lib S 88-Je 89, ln Je 89-Mr 91; New London (Ct) pub ln Mr 91-S 01; at A L A mtgs 92, 93, 94, 95, 96, 97, 00; asst sec Ct lib assn 1892-93, vice-pres 1893-94, sec 1894-97

39 Rose, Eleanor Waterhouse L S 1887-88

Hartford Ct; ln New Britain (Ct) state normal sch 1876-77; asst ln Y W C A, New York 1886-87; ln Framingham (Mass) town lib 1888-89; ctlgr private lib, Hartford Ct, S 89-Mr 90

40 Stanton, Irving Gardiner L S, D 87-F 89

New Bedford Mass; Harvard B. A. 1881; lib work in connection with editorial work

41 Swayze, Mary Camilla *diploma* 1891 L S 1887-88, 1889-90

Newton N J; Smith 1880-81; ln Y W C A, New York, S 88 Je 89; clsfr and ctlgr Flushing (N Y) high sch lib F-Mr 94; at A L A mtg 92

42 * Underhill, Caroline Melvin *Columbia certificate* L S, 1887-89

Derry N H; clsfr and ctlgr New York normal col alumnae lib O 88-Ap 89; ctlgr Newark (N J) f. p. l. Ap 89-My 91; ln Apprentices lib, Philadelphia, My 91-Je 94; acting ln Utica (N Y) p. l. S-N 94, special asst on printed finding list N 94-My 95, ln Ag 95-date; at A L A mtgs 90, 92, 94, 96, 97, 98, 99, 00; treas Pa lib club 1892-94; mem L S assn, 1st vice-pres 1896-97, on com on instruction and work at L S 1900-1

43 * Ward, Ama Howard *Columbia certificate* L S 1887-89

Amherst Mass; Amherst summer sch of lib econ 1894; asst ln Y W C A, New York, Ap-Ag 88, acting ln S-D 88, ln Je 89-Jl 90; substitute ln Harris inst, Woonsocket R I, Ap-Ag 97, ln S 97-date; at A L A mtg 94; mem Mass lib club; mem L S assn

44 * Wire, George E. *Columbia certificate* L S, Ja 88-89

Evanston Ill; Northwestern univ med sch (Chicago med col) M. D. 1883; Kent col of law (Chicago) LL. B. 1895; asst ln Northwestern univ, Evanston Ill, S 85-D 87; asst Columbia univ lib Ap 89-Je 90; temporary ln Kankakee (Ill) p. l. Mr 96; supt Newberry lib med dept, Chicago, Jl 90-D 95, ln Amer med assn, Newberry lib My 95-My 96; lecturer dept of lib econ Armour inst of technology, Chicago, S 93-Je 96; clsfr Evanston (Ill) p. l. F-Ag 96; ctlgr private lib of Col H. C. Clarke, Kankakee Ill, N 96; clsfr and ctlgr Northwestern univ med sch lib, Chicago, D 96; clsfr and ctlgr Laporte (Ind) p. l. Ag 97; clsfr and ctlgr Ohio board of health lib, Columbus, D 97-F 98; clsfr and ctlgr books and mss given by William Deering to Garrett biblical inst, Evanston Ill, O, D 97, F-Mr 98; director Ohio state univ summer sch Je-Jl 98; deputy ln Worcester (Mass) county law lib Ag 98-date; at A L A mtgs 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 00, 01, on A L A lib training com 1891-92, on subject headings com 1893-95, asst sec A L A 1895, sec and treas com on Dr William F. Poole mem fund 1895-98; on Ill lib assn com on Ill lib commission 1896-98; on Mass lib club com on cost of books 1901-date; sec Chicago lib club 1891-92, on com to visit libraries and solicit memberships F-D 94, vice-pres 1895-96; mem L S assn, sec 1894-95, 2d vice-pres 1895-96, treas 1896-98, on exec board 1898-99

Class of 1890

- 45 Abbott, Herbert Vaughan** L S 1888-89
Cornwall-on-the-Hudson N Y; Amherst B. A. 1885
- 46 Adams, Gertrude** L S 1888-89
New York
- 47 Beebe, Elizabeth H.** L S, O 88, O 92
Westfield N J; Cornell 1883-84
- 48 Blake, Harriet Cummings** L S, Ja-F 89
Woburn Mass; Wellesley B. A. 1880; ctlgr Boston p. l. O 80-O 86; ctlgr Smith col lib N 87-Ap 88; ctlgr Nashua (N H) p. l. Mr 89-F 91; ctlgr New Britain (Ct) state normal sch lib D 91-D 92; instructor in dict cataloguing L S 1893; revised dict catalogue for A L A lib, World's Columbian exposition, Chicago 1893; indexer educ reports Ct board of educ, Hartford, S-D 91, ctlgr educ pamphlets O-D 93; ctlgr Gordon-Nash lib, New Hampton N H, Mr-Jl 96; married Frederick Judson Pingree 4 Ja 99
- 49 Brainerd, Helen Elvira** L S 1888-89
Thompsonville Ct; Mt Holyoke sem, graduate 1887; ctlgr Columbia univ lib Ap 89-Je 99; married Edward Herman Lay 17 Ag 99; at A L A mtg 94
- 50 a Burdick, Esther Elizabeth** *diploma 1891* L S 1888-90
Brewster N Y; clsfr and ctlgr Orange (Mass) town lib S-N 90; ctlgr Union for Christian work, Brooklyn, N 90-F 91; head ctlgr Jersey City p. l. F 91-F 94, asst ln Mr 94-N 95, acting ln D 95-Jl 96, ln Jl 96-date; mem A L A, at mtgs 92, 97, 00; mem N J lib assn, vice-pres 1896-97; mem New York lib club; mem L S assn
- 51 a Cattell, Sarah Ware** *honor diploma 1891* L S 1888-90
Germantown Pa; Wellesley 1887-88; clsfr and ctlgr Norfolk (Ct) lib Je-S 89; ln Y W C A, New York, S 90-Je 96; asst ln Drexel inst, Philadelphia, S 97-date, instructor lib sch O 97-date; at A L A mtgs 92, 94, 97, on A L A lib training com 1893-94; on New York lib club exec com 1895-96; mem L S assn
- 52 a Clark, Josephine Adelaide** L S 1888-89
Waltham Mass; Smith B. A. 1880; ctlgr Union for Christian work, Brooklyn, N 89-Mr 90; ctlgr Brooklyn inst Mr-Je 90; asst ln Harvard univ herbarium lib Ag 90-S 91; botanical bibliographer botanical div, dept of agric, Washington, S 91-O 93, asst ln dept of agric O 93-D 00, ln Ja 01-date, leave of absence in Europe My-Jl 99; at A L A mtg 01; on D C lib assn com on 2d supplement to *Handbook; with notes on libraries in Washington* N 99-Ap 00, vice-pres D C lib assn 1898-99, 1901, on exec com 1895-98, 1901-date; mem N Y L A; mem L S assn
- 53 Fowler, Mary** L S 1888-89
Gouverneur N Y; Cornell B. S. 1882; ln Gouverneur reading room Ja 86-O 88; clsfr and ctlgr Norfolk (Ct) lib N 89-F 90; clsfr and ctlgr Northfield (Mass) sem lib Mr-My 90; 1st ctlgr Cornell univ lib Ag 90-99, asst ln in charge of catalogue 1899-date; at A L A mtgs 92, 93, 99; at international lib conf, London 97

54 Green, Katherine Laura L S, O 88-Mr 89

Brooklyn; ctlgr Franklin typographical soc, Boston, three months winter of 1885-86; ctlgr Newark (N J) f. p. l. Ap-Ag 89; asst Boston p. l. order dept Ap-O 90; asst Boston Athenaeum O 89-Mr 90, ctlgr O 90-F 91; head ctlgr St Louis p. l. F 91-Ja 94; married Edward Caven-der Rouse 7 Mr 94; at A L A mtg 93

55 a Harvey, Elizabeth *diploma 1891* L S, O-D 88, 1889-90

Wilkesbarre Pa; ctlgr Osterhout f. l. Wilkesbarre, Ja-S 88, clsfr and ctlgr Ja-O 89; clsfr and ctlgr Y M C A, Cooperstown N Y, Jl-Ag 90; ctlgr N Y S L, O 90-S 93; bibliographer Philadelphia, N 93-date; mem L S assn

56 Kent, Henry Watson L S 1888, attended lectures only

Boston; ctlgr Columbia univ lib 1884-O 86, Mr-N 88; ln Peck lib and curator Slater mem museum, Norwich (Ct) free academy N 88-Jl 00, leave of absence in Europe Ja-Ag 93; asst ln Grolier club, New York, S 00-date; vice-pres Ct lib assn 1899-1900

57 Lathrop, Henrietta Sprague L S 1888-89

Flushing N Y

58 a Loomis, Mrs Mary Louise (Wellman) *1st yr certificate 1892* L S 1888-89, 1891-92

Cherokee Ia; Lenox (Hopkinton Ia) B. A. 1879, M. A. 1889; Michigan univ 1884-85; accession clerk N Y S L, O 89-Jl 91; ctlgr Iowa col lib, Grinnell, Ja-Ag 93; ln Woman's lib, World's Columbian exposition, Chicago 1893; clsfr and ctlgr Boone (Ia) f. p. l. Je-Ag 94; clsfr and ctlgr Mankato (Minn) f. p. l. Ja 95; on Cherokee (Ia) ladies lib assn board of directors F-Ag 95; asst Michigan univ lib O 95-Ag 97; ln Cherokee (Ia) art club O 01-date; mem A L A, at mtgs 90, 92, 98; sec Iowa lib soc 1893-94; mem L S assn

59 Metcalf, Anna L S, Ja-Ap 88

Woonsocket R I; ln Harris inst, Woonsocket, O 83-Ag 97, leave of absence in Europe Ap-O 90, Je-S 94, Ap-Ag 97; ref ln Brown univ S 97-Jl 01; at A L A mtgs 91, 92, 93, 99, 00

60 Robinson, Mary L S 1888-89

New York; Smith 1881-82

61 Sherman, Deborah Keith L S 1888-89

Yonkers N Y; on Y W C A lib com, New York, Ap 89-date; on com on Inst and lib of selfsupporting women, Yonkers N Y, D 91-date, chairman cataloguing com Jl 93-date; married William Hewitt Rockwood 9 Ap 96; at A L A mtgs 90, 91, 92, 94

62 Sutermeister, Louise Mathilde *diploma 1891* L S 1888-89, 1890-91

Kansas City Mo; ctlgr Wellesley col lib S 91-Je 92; ctlgr Library company of Philadelphia, O 92-D 94; Eau Claire (Wis) pub ln D 94-D 96; married Silas Charles Delap M. D. 24 D 96; at A L A mtgs 90, 94, 95; vice-pres Wis lib assn 1896-97

63 a Temple, Mabel *diploma 1891* L S 1888-90

North Adams Mass; ctlgr Jackson (Mich) p. l. Jl 90-F 91; ctlgr N Y S L, Mr-Jl 91; ctlgr Colgate univ lib, Hamilton N Y, Ag 91-MY 92; clsfr and ctlgr Crandall f. l. Glens Falls N Y, O-N 92; ctlgr Union for Christian work, Brooklyn, Ja-Mr 93; clsfr Brown univ lib

- Jl 93-Ja 94, head ctlgr O 94-S 99; asst North Adams (Mass) p. l. 1886-88, ln O 99-date; mem A L A, at mtgs 92, 94, 97, 00; mem Mass lib club; mem Western Mass lib club; mem L S assn
- 64 *Trask, Mrs Rhoda Jeanette** L S 1888-89, attended lectures only
Lawrence Kan; Lawrence pub ln 15 yr; died 5 Je 90
- 65 *Underhill, Adelaide** L S 1888-89
New York; Vassar B. A. 1888; ctlgr Columbia univ lib O 89-Je 92; ref ln and ctlgr Vassar col lib Jl 92-date; at A L A mtgs 92, 93, 97, 00; mem L S assn
- 66 Weeks, Mary Frost** L S 1888-89
Montclair N J; ctlgr Union for Christian work, Brooklyn, O 89-Apr 90, O 90-Mr 91, O 91-F 92; ctlgr Bryson lib, Teachers col, Columbia univ F-Je 92; ctlgr Montclair (N J) pub sch lib 1892-93; Montclair pub ln S 93-O 97
- 67 *Winser, Beatrice** L S, O 88
Newark N J; French and German ctlgr Newark f. p. l. 1889-93, asst ln Je 94-May 01, acting ln Je 01-date; at A L A mtgs 92, 95, 97; sec N J lib assn 1893-98, on lib commission com 1896-99; on New York lib club com to confer with Mass lib club 1896; mem L S assn

Class of 1891

- 68 *Ball, Lucy** L S 1889-90
Grand Rapids Mich; asst ln Grand Rapids p. l. Jl 86-O 89, 1st asst ln S-O 90, acting ln O 90-Ja 91, ln Ja 91-S 00; at A L A mtgs 93, 01; treas Mich lib assn 1891-98; mem L S assn
- 69 *Bunnell, Ada B. L. S. 1891** L S 1889-91
Flint Mich; Michigan univ 1878-82; ctlgr Lilly lib, Florence Mass, Je 90; ln Y W C A, Albany N Y, S-D 91; clsfr Dalton (Mass) f. p. l. Je 93; ctlgr N Y S L, O-N 91, head clsfr D 91-date, instructor in elem classification L S, My 98-date; at A L A mtgs 90, 93, 94, 96, 98; at L A U K mtg 91; mem L S assn
- 70 *Burns, William Savage B. L. S. 1891** L S 1889-91
Bath N Y; Yale B. A. 1887; ctlgr private lib of Ira Davenport, Bath N Y, Ag-O 91; ln Ypsilanti (Mich) state normal sch O 91-Je 92; asst on printed catalogue A L A lib, World's Columbian exposition, Chicago, Ap-D 93; ctlgr N Y S L, O 92-Je 95; ctlgr and indexer Pub doc lib, Washington, Jl 95-date; mem A L A, at mtgs 93, 96, 98; mem D C lib assn; mem L S assn
- 71 *Champlin, Eva St Clair** L S, O 89-Ja 90
Alfred N Y; Alfred univ B. L. 1887, M. Lit. 1888; Bryn Mawr, graduate scholar in English 1895-96; 1st student asst Bryn Mawr col lib 1891-92; ln Alfred univ 1888-91, 1892-93; ln New Britain (Ct) state normal sch 1893-94; clsfr and ctlgr Addison (N Y) p. l. Jl-Ag 94; ln Ct normal schools S 94-Jl 95; lecturer on cataloguing Ct summer sch for teachers, Norwich, Jl 95; clsfr and ctlgr Andover (N Y) f. l. N 99; clsfr and ctlgr Elmira (N Y) col lib Jl-Ag 00; clsfr and ctlgr Wells col lib, Aurora N Y, My-Ag 01; mem L S assn

- 72 * Crawford, Esther** L S, N 89-Mr 90, 1895-96
Missouri Valley Ia; Iowa agric col (Ames) B. L. 1887; ctlgr Iowa agric col lib Ag 88-O 89, Mr 90-D 91; ctlgr Sioux City (Ia) p. l. Jl 92-Ap 93, in My 93-Ag 95; principal instructor Cleveland summer sch of lib science, Cleveland p. l. Ag-S 98, Jl-Ag 00; head ctlgr Dayton (O) p. l. Ag 96-Je 01; principal instructor for Iowa lib commission summer sch Je-Jl 01; asst in Adelbert col S 01-date; mem A L A, at mtgs 93, 96, 01; mem Ohio lib assn; mem L S assn
- 73 * Dexter, Lydia Aurelia** L S, O 89-Ap 91
Chicago; Chicago univ. R. A. 1884; ctlgr Newberry lib, Chicago, Je 91-N 95; clsfr and ctlgr Camden (Me) p. l. Ag-S 96; sr asst John Crerar lib, Chicago, F 96-Ap 97; private instructor in lib science Chicago, Ja 99-Je 00; at A L A mtgs 91, 92, 93, 94, 95, 98, 01; treas Chicago lib club 1891-92, pres D 94-Mr 95; mem L S assn
- 74 * Fearey, Charlotte Sophia** L S, O-D 89, F 90, O 91, Mr-Jl 92
Mount Vernon N Y; clsfr and ctlgr New York normal col alumnae lib Jl 90-Je 91; ctlgr Columbia univ lib N 90-Je 91; clsfr and ctlgr Rosemary p. l. Richmond Va, N 91-F 92; clsfr and ctlgr Utica (N Y) state hospital med lib Jl-Ag 93, Ap 94; clsfr and ctlgr private lib of Horace E. Deming, South Woodstock Ct, S 95; clsfr and ctlgr pamphlet collection of Horace E. Deming, New York, N 01; ctlgr N Y S L, O 92-F 00, annotator's asst Mr 00-date; mem A L A, at mtgs 90, 92, 93, 94, 98, 00; mem N Y L A; mem L S assn
- 75 Jacobs, Mary Coffin** L S 1889-90
Boston; Weston (Mass) pub in Ja-Ap 89; asst in Harvard musical assn, Boston, S 95-D 98; at A L A mtg 94
- 76 * Kroeger, Alice Bertha** *honor diploma 1891* L S, O 89-Ap 90, F-Jl 91
St Louis; asst St Louis p. l. issue dept Ap 82-S 89, ctlgr Ap 90-F 91; contributing editor *Public libraries* My 96-1900; in Drexel inst, Philadelphia, S 91-date, director lib sch N 92-date; at A L A mtgs 89, 92, 93, 97, 98, 00, 01, on A L A lib administration com 1898-1900, sec advisory com on cataloguing rules 1900-date; vice-pres Pa lib club 1895-96, on exec com 1892-93, 1894-95, 1896-1901; mem L S assn, on exec board 1897-98
- 77 * Middleton, Jean Young** *diploma 1891* L S 1889-91
Andover Mass; Ripon (Wis) col 1886-89; head ctlgr Newark (N J) f. p. l. My 91-Ap 92, 1st asst in Ap 92-May 94; in Apprentices lib, Philadelphia, Je 94-date; at A L A mtgs 92, 96, 97, 00; on Pa lib club exec com 1895-96, 1897-98; mem L S assn, pres 1897-98
- 78 Plympton, Charles William** *honor diploma 1891* L S 1889-91
Charles River Mass; Harvard 1865-66; clsfr Worcester (Mass) f. p. l. My-S 92; accession clerk N Y S L, Ag 91-Ap 95, on book board Ja 93-Ap 95; ctlgr private lib of Arthur T. Lyman, pres board of trustees Boston Athenaeum My-Je 99; portrait indexer A L A pub board Jl 99-D 00; collator Boston book co F-May 99, D 00-Ag 01; ctlgr private lib of Mrs Clara (Erskine) Clement Waters, Boston, D 01; trustee Dover (Mass) town lib Mr 99-Mr 01, consulting in Mr 99-date; at A L A mtgs 90, 94

- 79 * **Waldo, Celia F.** L S, O-D 89
 Jackson Mich; in Young men's assn, Jackson, O 83-Jl 85; Jackson pub ln Jl 85-date; at A L A mtg 96; vice-pres Mich lib assn 1892-94, on com to cooperate with A L A com on handbook of Amer libraries 1899-1900; mem L S assn
- 80 **Whalen, Frances E.** L S, N 89
 Batavia N Y; married Asahel Lovell Harvey 29 D 92
- 81 * **Wheeler, Martha Thorne** *honor diploma 1891* L S 1889-91
 Albany N Y; indexer N Y S L, S 91-May 93, on book board Ja 93-date, annotator Je 93-date, instructor in indexing L S, Mr 95-date; at A L A mtgs 92, 93, 94, 98, 00; at international lib conf, London 97; on N Y L A com on preparation of *New York library association cooperative lists* 1901-date; mem L S assn, on exec board 1894-95, 1898-1900

Class of 1892

- 82 * **Anderson, Edwin Hatfield** L S, O 90-May 91
 Chicago; Wabash col (Crawfordsville Ind) B. A. 1883, M. A. 1886; in Y M C A, Albany N Y, Ja-May 91; ctlgr Newberry lib, Chicago, Je 91-Apr 92; in Carnegie f. l. Braddock Pa, My 92-Mr 95; in Carnegie lib, Pittsburg Pa, Ap 95-date; at A L A mtgs 93, 95, 96, 97, 99, 01, acting treas A L A, O 95-S 96, vice-pres 1899-1900, treas pub board 1901, on council 1895-1900, 1901-date, chairman com on express and postal rates for lib books 1901-date; chairman Western Pa lib club exec com 1896-97; pres Keystone state lib assn 1901-date; mem L S assn, pres 1896-97
- 83 **Bacon, Sophia Louise** L S, O-D 90
 Brooklyn; ctlgr Pratt inst f. l. Brooklyn, Ja 88-Ag 93; married Morton Voorhees Brokaw 5 O 93
- 84 * **Bullock, Waller Irene** *diploma 1896* L S 1890-91, O 94, 1895-96
 Baltimore Md; Wellesley 1892-94; ctlgr Utica (N Y) p. l. O 96-N 97, 1st asst ln and head ctlgr N 97-date; mem A L A, at mtgs 98, 00; mem N Y L A; mem L S assn
- 85 **Burton, Bertha Bidwell** L S, O 90-Apr 91
 East Cleveland O; married Alexander Steele Lyman 17 S 91
- 86 * **Davis, Mary Louise** *honor diploma 1892* L S 1890-92
 Northboro Mass; ctlgr Colgate univ lib, Hamilton N Y, Je-S 91; in Woman's lib, World's Columbian exposition, Chicago, O 93; in Lawson-McGhee lib, Knoxville Tenn, S 92-Je 96; head of Pratt inst cataloguing dept, Brooklyn, S 96-date, acting ln Je-Ag 97, instructor in cataloguing lib sch O 98-date; mem A L A, at mtgs 92, 94, 99, 00; at international lib conf, London 97; mem N Y L A; mem L I lib club; mem New York lib club; mem L S assn, sec 1896-98, pres 1900-1
- 87 * **Davis, Olin Sylvester** L S, Ja-Je 91
 Lakeport N H; Chicago p. l. Je-S 84; asst Columbia univ lib S 84-Ag 86; Library Bureau, Boston, Ag 86-Apr 87; special apprentice Providence (R I) p. l. My-Je 87; Topeka (Kan) pub ln Jl 87-May 90; Duluth (Minn) pub ln My-N 90; in Y M C A, Albany N Y, My-Ag 91; Lakeport (N H) pub ln N 92-date; at A L A mtgs 85, 89, 01; mem Mass lib club; mem N H lib assn, on exec com 1893-94; mem L S assn

88 * Eastman, William Reed B. L. S. 1892 L S, N 90-Jl 92

Wellesley Mass; Yale B. A. 1854, M. A. 1857; Union theol sem, graduate 1862; clsfr Colgate univ lib, Hamilton N Y, Je-O 91; clsfr and reviser Athol (Mass) p. l. F-Mr 92; inspector N Y S L and home educ dept Ag 92-date, on book board Ja 96-date, instructor in lib buildings L S, O 95-date, instructor in founding and govt My 98-date; lecturer on lib buildings Pratt inst lib sch, Brooklyn, Ap 01-date; lecturer on buildings and govt Chautauqua lib sch Jl 01-date; at A L A mtgs 92, 94, 95, 96, 97, 98, 99, 00, 01, on A L A state aid com 1896-97, on trav lib com 1896-97, on lib administration com 1900-date; sec N Y L A 1893-99, on legislation com 1898-date, on com on institutes 1901-date; mem L S assn, on exec board 1896-97, 1900-1

89 Ellis, Mary diploma 1892 L S 1890-92

Albany N Y; clsfr and ctlgr Springfield (Vt) p. l. Ag-S 92; ctlgr Crandall f. l. Glens Falls N Y, O-D 92; ctlgr Vermont academy lib, Saxtons River, My-Je 93; indexer N Y state commission in lunacy, Albany, Ja-Ap, S-O 93; clsfr New Rochelle (N Y) p. l. N 93; clsfr Springville (N Y) p. l. D 93; clsfr and ctlgr North Tonawanda (N Y) p. l. 2-19 Mr 94; clsfr East Aurora (N Y) union sch lib 19 Mr-2 Ap 94; clsfr Albany (N Y) f. l. O 94; clsfr and ctlgr Oswego (N Y) state normal sch lib N 94; clsfr and ctlgr private lib of Hon Levi K. Fuller, Brattleboro Vt, Mr-Ap 95; clsfr and ctlgr Jervis lib, Rome N Y, My-Jl 95; clsfr and ctlgr Roxbury (N Y) lib S 95; ln Y W C A, Albany N Y, O-N 95; ctlgr N Y S L and home educ dept Ja 94-S 95, indexer O 95-S 01; indexer Univ of the State of N Y administrative dept O 01-date; at A L A mtgs 92, 94

90 * Foote, Elizabeth Louisa B. L. S. 1892 L S, Ja 90-Jl 92

Syracuse N Y; Syracuse univ, B. A. 1888; clsfr and ctlgr Central lib, Rochester N Y, Jl-S 92; clsfr and ctlgr Ilion (N Y) f. l. Ag 93; clsfr and ctlgr Saugerties (N Y) p. l. S 94; asst N Y state pub lib div D 92-O 94, ctlgr N Y S L, Jl 92, N 94-F 95; clsfr and ctlgr Herkimer (N Y) f. l. N 95-F 96; clsfr and ctlgr Wood lib, Canandaigua N Y, Jl 96; clsfr and ctlgr Dansville (N Y) p. l. O 96; ctlgr Colgate univ lib, Hamilton N Y, Je-O 91, ctlgr baptist hist collection Jl-Ag 94, Mr-Jl 95, Ap-Je 96, Mr 97; head instructor in charge Chautauqua lib sch Jl-Ag 01; ctlgr New York p. l. O 97-date, instructor of apprentices circ dept O 99-date; mem A L A, at mtgs 92, 93, 94, 98; mem N Y L A; vice-pres New York lib club 1900-1, sec 1901-date; mem L S assn

91 * Jones, Mary Letitia B. L. S. 1892 L S, Ja 91-Jl 92

Hastings Neb; Nebraska univ, B. L. 1885; asst ln Nebraska univ S 92-Ap 96, acting ln Ap 96-Ag 97, adjunct professor of bibliography Ap 95-Ag 97; ln and asst professor of lib econ Illinois univ S-D 97; clsfr Iowa state lib Je 98-Ja 99; 2d asst ln Los Angeles (Cal) p. l. F 99-Ap 00, ln My 00-date; at A L A mtgs 92, 93, 95, 96, 01; at international lib conf, London 97; pres Neb lib assn 1895, sec 1896-97; vice-pres Cal lib assn 1901-date; mem L S assn, on exec board 1894-95, 1899-1900

92 * Macky, Bessie Rutherford B. L. S. 1892 L S 1890-92

Media Pa; Wellesley B. A. 1889; asst ln Diocesan lending lib, All Saints cathedral, Albany N Y 1890-92; asst ln Drexel inst, Philadelphia,

S 92-N 95, instructor lib sch N 92-N 95; at A L A mtgs 92, 93; sec Pa lib club 1892-94; died 4 Ap 96

- 93 Peirce, Mary Emma** L S 1890-91
Lafayette Ind

- 94 * Robbins, Mary Esther** *diploma 1892* L S 1890-92
Lakeville Ct; clsfr and ctlgr David M. Hunt lib, Falls Village Ct, Ag-S 91; in Y W C A, Albany N Y, D 90-Jl 92; in New Britain (Ct) inst S 92-S 94; ctlgr Nebraska univ lib N 94-Jl 96; ctlgr Carnegie lib, Homestead Pa, F-Ap 98; clsfr and ctlgr Port Jervis (N Y) f. l. F-Je 97, ctlgr My-Jl 98; clsfr and ctlgr Nyack (N Y) f. l. O-D 98; ctlgr Emporia (Kan) state normal sch lib Ja-My 99; clsfr Brewsters (N Y) f. l. D 99; clsfr Swan mem lib, Albion N Y, F 00; clsfr and ctlgr Bennett lib, Billerica Mass, Mr-Jl 00; clsfr and ctlgr Oxford (N Y) mem lib S-N 00; clsfr Brookline (Mass) p. l. My 01-date; mem A L A, at mtgs 92, 93, 95, 00; mem Ct lib assn; treas L S assn 1894-95, 1st vice-pres 1901-date

- 95 * Rockwell, Anna Gaylord** *honor 1st yr certificate 1891* L S 1890-91
East Windsor Hill Ct; in Aguilar f. l. New York, S 91-S 92; ctlgr Otis lib, Norwich Ct, O 92-O 93; ctlgr Stevens mem lib, Attica N Y, N 93-Mr 94; clsfr and ctlgr Bradley lib, North Haven Ct, Ag 94; in New Britain (Ct) inst S 94-date; at A L A mtg 90; treas Ct lib assn 1897-99; mem L S assn

- 96 * Sharp, Katharine Lucinda B. L. S.** 1892 L S 1890-92
Chicago; Northwestern univ, Ph. B. 1885, Ph M. 1889; asst in Scoville inst, Oak Park Ill, O 88-S 90; clsfr and ctlgr Adams mem lib, Wheaton Ill, Jl-O 91; clsfr and ctlgr Xenia (O) lib assn Ag-O 92; charge of comparative lib exhibit prepared by L S for World's Columbian exposition, Chicago, N 92-O 93; director Wisconsin summer sch of lib science, Madison, Jl 95-Jl 96; extension lecturer on lib econ Chicago univ D 96; in Armour inst of technology, Chicago, and director dept of lib econ Ja 93-Ag 97; head in and professor of lib econ Illinois univ and director lib sch S 97-date; at A L A mtgs 92, 93, 94, 95, 97, 98, 99, 00, 01, on A L A lib administration com 1893-94, 1895-96, on com on cooperation with N E A lib dept 1897-98, vice-pres A L A 1898-99, on council 1895-date; at international lib conf, London 97; director Ill lib assn bureau of information 1896-date, on com on Ill lib commission 1896-date; on Chicago lib club lecture com 1893-94, vice-pres 1895-96; mem L S assn, pres 1894-95, 1st vice-pres 1897-98

- 97 Taylor, Elizabeth King** L S, O 90-Ap 92
Camden N J; married Clifford E. White 28 Je 92

- 98 * Walker, Harriet Ann** L S, O 90 My 92
New York; Mt Holyoke sem, graduate 1870; in Olivet church lib, New York 1884-90, My-Ag 92; curator Wellesley col botanical lib S 92-date; mem A L A, at mtgs 90, 96, 98; at international lib conf, London 97; mem Mass lib club; mem L S assn

- 99 Watkins, Evelyn Mary** *1st yr certificate 1892* L S, O 90-Mr 92
Albany N Y; ctlgr Woman's lib, World's Columbian exposition, Chicago, My-S 93; asst ctlgr Woman's lib, Chicago, My-Jl 94; married Claude Bowman Davis 20 O 98

100 * Wetzell, Bertha Seidl L S, O-D 90

Danville Pa; ctlgr Scranton (Pa) p. l. D 91-O 94; asst in charge Philadelphia f. l. ref desk and circ dept Ap 95-Ag 97; asst and ctlgr Thomas Beaver lib, Danville Pa, My 88-N 91, Ag 97-Ja 98; clsfr and ctlgr Reading (Pa) p. l. F-My 98; clsfr and ctlgr Towanda (Pa) p. l. Jl-S 98; clsfr and ctlgr Library company of Philadelphia, S 98-date; mem A L A, at mtgs 94, 97; mem Pa lib club; mem Keystone state lib assn; mem L S assn

Class of 1893**101 * Baker, Bessie** L S 1891-92

Stockwell Ind; Purdue univ (Lafayette Ind) B. S. 1886; clsfr and ctlgr Clinton liberal inst, Fort Plain N Y, Jl-Ag 92; ln Y W C A, Albany N Y, N 92-Ap 93; ctlgr A L A lib, World's Columbian exposition, Chicago, N 92-Ap 93; ctlgr Armour inst of technology, Chicago, Je-S 93; asst ln Bryn Mawr col S 93-Ag 96; at A L A mtgs 92, 93; died 28 O 99

102 Christman, Jenny Lind B. L. S. 1895 L S, O 91-My 93, 1894-95

Albany N Y; Iowa agric col (Ames) B. S. 1883; ctlgr Helena (Mont) p. l. Je 93-Jl 94; ctlgr Library Bureau, Boston, F 95; clsfr and ctlgr Nahant (Mass) p. l. Jl-S 95; ctlgr N Y S L, O 94-date; at A L A mtgs 92, 98

103 * Church, Henrietta *diploma 1894* L S, Mr 91-Je 92, 1893-94

Albany N Y; ctlgr private lib on angling of Dean Sage, Menands N Y, Je-N 92; ctlgr A L A lib, World's Columbian exposition, Chicago, N 92-My 93; ctlgr N Y S L, Ja-Mr 94; ln Young men's assn, Albany N Y, Ap 94-Je 95; asst ln and head ctlgr Utica (N Y) p. l. O 95-O 97; chairman Albany (N Y) children's home lib com Ja 99-date; at A L A mtg 96; mem L S assn

104 Clark, Don Linnaeus L S, Ja-D 92

Woodville Neb; Nebraska univ 1880-D 83; at A L A mtg 92

105 Fairbanks, Mittie Belcher L S 1891-92

Farmington Me; Amherst summer sch of lib econ 1893; asst Bowdoin col lib Ap-Jl 93, Je 94; asst Maine state lib Ja-F 96; ctlgr private lib of Hon Joseph Homan Manley, Augusta Me, Ap-My 97; genealogical research O 93-date; at A L A mtg 92

106 * Forsyth, Walter Greenwood *diploma 1895* L S 1891-93

Providence R I; Harvard B. A. 1888; clsfr and ctlgr private lib of Mrs J. V. L. Pruyn, Albany N Y, My-O 93; special ctlgr Worcester (Mass) f. p. l. N-D 93; clsfr and ctlgr private lib of Rt Rev William Crosswell Doane, Albany N Y, F-Je 94; ref ln Library company of Philadelphia, O 94-O 95; clsfr and ctlgr Mass attorney-general's office lib Mr-Ag 98; substitute asst sec A L A pub board Je-S 97, indexer Warner lib for A L A pub board D 98-Ja 99; clsfr and ctlgr Lexington (Ky) p. l. Ja-Ap 99; bibliographer Arnold arboretum, Harvard univ, Jamaica Plain Mass, Je 99-Mr 00; ln Lafayette col, Easton Pa, Ap 00-date; mem A L A, at mtgs 92, 94, 98; mem Pa lib club; mem Keystone state lib assn; mem L S assn

- 107 * **Harrison, Joseph Le Roy** B. L. S. 1893 L S 1891-93
 North Adams Mass; Cornell 1882-85; Heidelberg univ 1890; In North Adams (Mass) lib assn Je 81-S 82; subln (legislation) N Y S L, O 93-S 94; charge of A L A exhibit, Paris exposition 1900, Ap-Je 00; sec and treas A L A pub board Ja-Je 01; In Providence (R I) Athenaeum O 94-date; managing editor *Co-operative bulletin of the Providence libraries* Ja 00-date; mem A L A, at mtgs 92, 93, 94, 96, 98, 01, on A L A lib administration com 1894-95; on Library post com 1899-date; mem Mass lib club, vice-pres 1898-99; mem L S assn, pres 1895-96, 2d vice-pres 1897-98, 1st vice-pres 1898-99, on exec board 1900-1, on com on instruction and work at L S 1900-1
- 108 * **Hawley, Mary Elizabeth** diploma 1893 L S 1891-93
 Syracuse N Y; clsfr Peabody inst, Danvers Mass, N-D 92; ctlgr Pratt inst f. l. Brooklyn, Ap 93; clsfr and ctlgr Syracuse (N Y) p. l. Je-O 94; ctlgr N Y S L, O 93-Ag 98, instructor in German L S, O 93-N 94, asst instructor in elem cataloguing O 96-Je 98; asst ctlgr John Crerar lib, Chicago, S 98-date; mem A L A, at mtgs 92, 93, 94, 96, 98, 99, 01; at international lib conf, London 97; mem Ill lib assn; on Chicago lib club com on statistics of Chicago lib 1901-date, on com on home lib work 1901-date; mem L S assn
- 109 **Hulbert, Nellie May** 1st yr certificate 1892 L S 1891-92
 Elyria O; Oberlin col, S 86-D 88; Bryn Mawr 1890-91; ctlgr A L A lib, World's Columbian exposition, Chicago, O-N 92; ctlgr Oberlin col lib Ap 93-Mr 96; married Dr George C. Jameson 28 D 93; at A L A mtg 92
- 110 **Lapham, Alice Maud** honor 1st yr certificate 1892 L S 1891-92, summer course 1898
 Chicago; Smith 1885-86; Michigan univ 1886-87, F 93-Je 94; at A L A mtg 92
- 111 * **Lindsay, Mary Boyden** L S, O 91-Ap 92
 Peoria Ill; ctlgr Woman's lib, World's Columbian exposition, Chicago, My-S 93; ctlgr Peoria p. l. Ap 88-My 94; Evanston (Ill) pub ln Je 94-date; mem A L A, at mtgs 93, 96, 97, 98, 99, 00, 01; mem Ill lib assn, treas 1900-1; mem Chicago lib club, vice-pres D 94-Mr 95, O 96-Mr 97, 1899-1900; on com on compiling and editing *List of serials in public libraries of Chicago and Evanston 1901, 1897-1901*; mem L S assn, 2d vice-pres 1898-99
- 112 **Lounsbury, Henrietta** L S 1891-92, summer course 1899
 Sing Sing N Y; ctlgr private lib of George Jackson Fisher M. D. Sing Sing, Mr-My 93; indexer and ctlgr Binghamton (N Y) state hospital D 93-Ap 94; clsfr and ctlgr private lib of Charles W. Pilgrim M. D. Poughkeepsie N Y, F-Jl 01; indexer and ctlgr Hudson River state hospital, Poughkeepsie, My 94-date; at A L A mtg 92
- 113 **Marshall, Alice May** L S, O-N 91
 Kingston N H; asst ln Perkins institution and Massachusetts sch for blind, South Boston, Jl 92-Je 95; married F. A. Daltry 1898
- 114 **Payne, May** L S, O-D 91
 Nashville Tenn; clsfr Elliott lib, Nashville, Je 95; on Tennessee centennial exposition lib com of woman's board, Nashville 1896-97; ctlgr

lib in Woman's bldg, Tennessee centennial exposition, Nashville, Ja-Apr 97; in Ladies reading and reception room, Monteagle Tenn, Jl-Ag 96, Jl-Ag 97; 1st asst Nashville univ lib 1888-date; on Nashville lib assn exec com 1901-date

- 115 * **Rathbone, Josephine Adams B. L. S.** 1893 L S 1891-93
Ann Arbor Mich; Wellesley 1882-83; Michigan univ 1890-91; asst in Diocesan lending lib, All Saints cathedral, Albany N Y, O 92-Je 93; 1st asst Pratt inst cataloguing dept, Brooklyn, S 93-date, instructor lib sch O 93-Je 95, asst in charge Jl 95-date; mem A L A, at mtgs 92, 93, 94, 95, 96, 97, 98; mem N Y L A; mem L I lib club; mem New York lib club, sec 1895-97, on exec com 1897-98; mem L S assn, sec 1895-96
- 116 * **Reynolds, Rose Ewell** L S, O 91-Apr 92
Peoria Ill; asst Peoria p. l. Ap 88-O 91, ctlgr Ap 92-S 93; died 10 S 93
- 117 * **Rice, Helen Ware** *diploma* 1893 L S 1891-93
Worcester Mass; ctlgr Boston Athenaeum O 93-N 94; ctlgr Virginia univ lib, Charlottesville, N 94-Ag 95; ctlgr Horticultural soc lib, Worcester Mass, D 95-Ja 97; ctlgr Bangs lib, First unitarian church, Worcester, Ja 96-Mr 97; at A L A mtg 93; died 28 N 97
- 118 **Rogers, Kittie Childs** L S, O-N 91
Syracuse N Y
- 119 * **Sheldon, Helen Griswold** *diploma* 1893 L S 1891-93
San Francisco; Vassar B. A. 1891; clsfr and ctlgr Miss Masters's sch lib, Dobbs Ferry N Y, Je 94; in Tome inst, Port Deposit Md, Jl 94-Jl 96; asst in Drexel inst, Philadelphia, S 96-Ag 97, instructor lib sch O 96-Je 97; at A L A mtgs 92, 93, 94, 95, 96, 97; at international lib conf, London 97; treas Pa lib club 1897-98; mem L S assn, on exec board 1897-98
- 120 **Smith, May Frances** L S, O-D 91
Hamilton N Y; ctlgr Colgate univ lib, Hamilton, Ag 91-Jl 94, asst in and ctlgr Ag 94-date; at A L A mtgs 98, 00
- 121 * **Sutliff, Mary Louisa** *diploma* 1895 L S 1891-95
Bath-on-Hudson N Y; asst shelflister N Y S L, O 91-Ja 92, shelflister F 92-S 96, ctlgr O 96-O 97, instructor L S, N 97-date, charge of summer course My 01-date; at A L A mtg 92; mem L S assn
- 122 * **Van Hoesen, Alma Rogers** L S 1891-92, O-D 94
Clifton N Y; Amherst summer sch of lib econ 1892; apprentice Pratt inst f. l. Brooklyn, Jl-O 91; South Orange (N J) pub ln Ag 92-S 94; indexer *New York genealogical record*, New York, S 94; asst clsfr Albany (N Y) f. l. O 94; clsfr and ctlgr Waverly (N Y) f. p. l. Ja 95; clsfr and ctlgr Nahant (Mass) p. l. F-Jl 95; in in charge Washington Heights branch, New York p. l. Ag 95-date; at A L A mtgs 92, 97, 00; mem N Y L A; mem New York lib club; mem L S assn
- 123 **Wilson, James Meredith** L S, O 91-Mr 92, attended lectures only
Riverton Ill; Cornell Ph. B. 1880; Rush med col, M. D. 1882; asst Newberry lib, Chicago, Ap 92-S 94; at A L A mtg 93

Class of 1894

- 124 Bennett, May Louise** *1st yr certificate 1893* L S 1892-93
Evanston Ill; Northwestern univ, B. A. 1891; asst ln Armour inst of technology, Chicago, Ag 93-Ag 96, instructor in cataloguing dept of lib econ S 93-Ag 96; married William Andrew Dyche 11 F 97; at A L A mtg 93; sec Chicago lib club 1895-97; on L S assn exec board 1894-95
- 125 Bullock, Edna Dean** *diploma 1895* L S 1892-93, 1894-95
Lincoln Neb; Nebraska univ, B. L. 1889; clsfr and ctlgr Y M C A lib, Jamestown N Y, Jl 95; clsfr and ctlgr lib of Western New York institution for deaf mutes, Rochester, Ag 95; clsfr and ctlgr Worcester (Mass) polytechnic inst lib S-D 95; clsfr and ctlgr Neb state lib D 95-Jl 96; clsfr and ctlgr Nebraska City (Neb) p. l. F-Ap 97; sr asst John Crerar lib, Chicago, My-Ag 97; ctlgr Nebraska univ lib Ap-O 94, chief ctlgr S 97-Jl 98; asst ln Helena (Mont) p. l. S 98-Mr 99; clsfr and ctlgr Iowa state lib Ap 99-Jl 01; clsfr and ctlgr Wash state lib Jl-S 01; sec Neb pub lib commission O 01-date; at A L A mtgs 93, 94, 98; vice-pres Neb lib assn 1896-98, on legislation com 1896-date
- 126 Dean, Rev Leonard J.** L S, O 92-F 93
Littlefalls N Y; Colgate B. A. 1871, M. A. 1874; Newton (Mass) theol institution, graduate 1874
- 127 De Long, Annie** *1st yr certificate 1893* L S 1892-93
Glens Falls N Y; asst ln Crandall f. l. Glens Falls, Jl 93-My 95. In Je 95-S 99
- 128 Denio, Herbert Williams** *diploma 1894* L S 1892-94
Port Henry N Y; Middlebury (Vt) col, B. A. 1888, M. A. 1891; ln Y M C A, Albany N Y, Je 93; clsfr and ctlgr Sherman f. l. Port Henry N Y, S-O 93, Ja 94; clsfr and ctlgr private lib of Rt Rev William Crosswell Doane, Albany N Y, O-N 94; ctlgr law lib of Marcus T. Hun, Albany, Ja-F 95; clsfr and ctlgr Kellogg-Hubbard lib, Montpelier Vt, O 95-Ja 96; clsfr and ctlgr Warren (Pa) f. l. and reading room Mr-Je 96; copied for N Y state controller index of New York revolutionary records in record and pension office, war dept, Washington, O 96; clsfr and ctlgr McGill univ lib, Montreal, N 96-Ap 97; asst N Y S L, Ag 94-My 97; ctlgr N H state lib S 97-date; at A L A mtgs 94, 99; treas N H lib assn 1900-1, sec 1901-date
- 129 ^aEllis, Elizabeth Tisdale** L S 1892-93, Ja-Mr 96
Peoria Ill; clsfr and ctlgr Wenona (Ill) p. l. O 96; asst Peoria (Ill) p. l. O 91-O 92, ctlgr Ag 93-My 94, head ctlgr My 94-date, ref ln O 96-date; at A L A mtg 93; mem L S assn
- 130 ^aGibson, Irene** *1st yr certificate 1893* L S 1892-93
Detroit Mich; ctlgr Armour inst of technology, Chicago, Ag 93; asst Detroit p. l. F 87-Mr 94; ctlgr St Louis p. l. Ap 94-Mr 96; ctlgr Pub doc lib, Washington, Ap 96-Ag 98; asst ln, Washington p. l. S 98-date; mem A L A, at mtgs 93, 97; mem D C lib assn; mem L S assn, 1st vice-pres 1895-96

- 131 **Gleason, Hiram North Ernest** L S, O 92-Ja 93
Sherman N Y; Michigan univ 1887-91
- 132 * **Hawes, Clara Sikes** *diploma 1894* L S 1892-94
Freeport Ill; clsfr and ctlgr Young men's lib assn, Palmer Mass, Jl-O 94; clsfr and ctlgr Dover (Mass) town lib N 94; ctlgr Library company of Philadelphia, D 94-Jl 98; bibliographic work Philadelphia, Ag 98-date; mem A L A, at mtgs 93, 94, 97, 98; mem L S assn
- 133 **Ludington, Harriet Estelle** L S, O-D 92
Albany N Y
- 134 **McCreary, Nellie** L S, O 92-Mr 94
Utica N Y; Swarthmore col 1891-92; asst ln Diocesan lending lib, All Saints cathedral, Albany N Y, O 93-Mr 94; ctlgr St Louis p. l. Ap 94-N 96; married Joseph Walter De Laughter 2 D 96; at A L A mtg 95
- 135 * **Moulton, John Grant** *1st yr certificate 1893* L S 1892-94
Boston; Harvard B. A. 1892; indexer N Y state commission in lunacy, Albany, My 93-Ja 94; Quincy (Ill) pub ln Jl 94-Ja 98; Brockton (Mass) pub ln F 98-S 99; Haverhill (Mass) pub ln O 99-date; mem A L A, at mtgs 93, 96, 98, 99, on lib administration com 1900-1; vice-pres Library art club 1900-1; mem Mass lib club, vice-pres 1900-1; 2d vice-pres L S assn 1901-date
- 136 **Sewall, Willis Fuller** *1st yr certificate 1893* L S 1892-93
Livermore Falls Me; Tufts col, B. A. 1890; indexer N Y state commission in lunacy, Albany, My 93-F 94; asst ln Tufts col 1890-92, ref ln Mr-My 94; ctlgr Sauppe collection Bryn Mawr col lib Je 94-Je 95; acting ln Wilmington (Del) inst S-N 95, ln D 95-My 99; at A L A mtgs 96, 97, 98
- 137 * **Sperry, Helen** *honor diploma 1894* L S 1892-93, D 93-Je 94
Waterbury Ct; asst N Y S L, D 93-Je 94; 1st asst Carnegie f. l. Braddock Pa, Ag 94-Mr 95, ln Ap 95-N 97; ln Carnegie lib, Homestead Pa, Ja 98-D 99; asst ln Silas Bronson lib, Waterbury Ct, O 83-S 92, Jl-N 93, ln Mr 91-date; at A L A mtgs 85, 87, 96, 98, 99; at international lib conf, London 97; on Western Pa lib club exec com 1896-97, vice-pres 1897-98, pres 1898-99; mem Ct lib assn; mem L S assn, on exec board 1896-97, 1899-1900
- 138 * **Vandersluis, Daniel Oswald** L S, O 92-Ja 93
Grand Rapids Mich; Michigan univ, B. A. 1890; died 10 Mr 94

Class of 1895

- 139 **Avery, Myrtila B. L. S.** 1896 L S 1893-96
Katonah N Y; Wellesley B. A. 1891; director's asst N Y state home educ dept N 94-date, asst in charge L S summer course Jl-Ag 96; at A L A mtgs 94, 97, 98; sec N E A lib dept 1897-99; on L S assn exec board 1898-99
- 140 * **Barnett, Claribel Ruth** L S, O 93-My 94, O 94-My 95
Kent O; Michigan univ, Ph. B. 1893; clsfr and ctlgr Troy (N Y) children's neighborhood lib F 95; ctlgr dept of agric lib, Washington,

My 95-Mr 01, asst ln Ap 01-date, leave of absence in Europe My 00-Mr 01; mem A L A, at mtgs 97, 98; mem D C lib assn; mem L S assn

141 a Blakely, Bertha Eliza *honor 1st yr certificate 1894* L S 1893-94

Winchendon Mass; Mt Holyoke col, B. L. 1893, B. A. 1898; ln Trenton (N J) state normal sch S 94-Je 95; asst ln Mt Holyoke col S 95-Je 01, ln Je 01-date; mem A L A, at mtg 98; mem Mass lib club; mem Western Mass lib club; mem L S assn

142 a Bowerman, George Franklin *B. L. S. 1895* L S 1893-95

Lima N Y; Rochester univ, B. A. 1892; ref ln Reynolds lib, Rochester N Y, Ag 95-Jl 96; clsfr and ctlgr Saturn club lib, Buffalo, Ja 97; ctlgr N Y S L, Ja 94-Apr 95, ref asst F 97-Apr 98; ln and biographic and general information editor *New York tribune* My 98-Je 00; mem editorial staff *International year book*, New York, Jl 00-Mr 01; ln Wilmington (Del) inst Mr 01-date; at A L A mtgs 94, 96, 01; on Del lib commission 1901-date; mem N Y L A; mem Pa lib club; mem Keystone state lib assn; mem Chicago bibliographical soc; mem L S assn

143 Briggs, Mary Josephine *honor 1st yr certificate 1894* L S 1893-94

Fields O; Oberlin col, graduate 1880, B. L. 1894; ln Y W C A, Albany N Y, N 93-Jl 94; special ctlgr Worcester (Mass) f. p. l. S 94-F 97; ctlgr Buffalo p. l. Mr 97-date; mem A L A, at mtgs 96, 98; mem N Y L A; mem Buffalo lib club

144 Champlin, George Greenman *diploma 1895* L S 1893-95

Alfred N Y; Alfred univ, Ph. B. 1884, Ph. M. 1890; ctlgr N Y S L, Ag 94-Jl 95; asst Library Bureau, Boston, Ag 95-Apr 96; ln Albany (N Y) inst and hist and art soc Mr 98-Jl 99; indexer and ctlgr N Y state dept of health bureau of vital statistics, Albany, Ap 96-date; at A L A mtg 94

145 Cone, Jessica Gardiner *diploma 1898* L S 1893-95, Mr 97

Eaton N Y; indexer *Audubon and his journals* for Miss M. R. Audubon, Salem N Y, N 97; ctlgr Y M C A lib, New York, F-Je 99; clsfr and ctlgr Miss Masters's sch lib, Dobbs Ferry N Y, N 98, My-Je 00; clsfr and ctlgr St Faith's sch lib, Saratoga Springs N Y, Mr-My 01; clsfr and ctlgr Sherburne (N Y) p. l. Jl-Ag 01; clsfr and ctlgr Carnegie lib, Nashville Tenn, O 01-date; mem A L A, at mtgs 94, 98

146 English, Stephanie Pauline L S, O 93-Apr 94

Cambridge Eng; Newnham col, Cambridge univ, hist tripos 1893; asst Edinburgh (Scotland) p. l. Jl-Ag 94; at L A U K mtg 94

147 a Gay, Helen Kilduff L S 1893-95

Mount Vernon N Y; ctlgr private lib of Rt Rev William Croswell Doane, Albany N Y, O-N 94; ln Y W C A, Albany N Y, O 94-Je 95; ctlgr Pub doc lib, Washington, Jl 95-Mr 96; Mount Vernon (N Y) pub ln Mr 96-Ag 01; New London (Ct) pub ln S 01 date; at A L A mtgs 97, 98, 00; mem Ct lib assn; mem L S assn

148 Hawks, Emma Beatrice L S, O 93-Apr 94

Williamsburg Mass; Smith B. A. 1892; asst Forbes lib, Northampton Mass, O 94-My 95; ctlgr dept of agric lib, Washington, Je 95-date; mem A L A, at mtg 99; mem D C lib assn

- 149 * **Josephson, Aksel Gustav Salomon** L S, O 93-Mr 94
Uppsala Sweden; In Verdandis arbetarebibliotek, Uppsala, My 92-F 93; bibliographic work Publishers' weekly office, New York, Ap-Je 94; ctldr New York p. l. Jl 94-F 96; ctldr John Crerar lib, Chicago, Mr 96-date; at A L A mtgs 98, 01; mem Ill lib assn; on Chicago lib club com on statistics of lib of Chicago and Cook county 1898-1901, pres Chicago lib club 1901-date; sec Chicago bibliographical soc 1899-date, on com on publications 1900-date; mem L S assn, 2d vice-pres 1900-1
- 150 * **Leonard, Grace Fisher** *honor diploma* 1895 L S 1893-95
Providence R I; Brown univ Ja-Je 93; clsfr and ctldr Sandy Hill (N Y) union sch lib N 94; clsfr and ctldr Waterford (N Y) p. l. F 95; clsfr and ctldr Auburn (R I) p. l. Jl-Ag 95; clsfr and ctldr Rhode Island sch of design lib, Providence, Je-S 96; clsfr and ctldr Providence (R I) Athenaeum O 95-date; at A L A mtgs 96, 98, 99, 00; mem L S assn, 2d vice-pres 1896-97, 1st vice-pres 1900-1
- 151 **Loveland, Elizabeth Shepard** *1st yr certificate* 1894 L S 1893-95
Kingston Pa; clsfr and ctldr Young women's assn lib, Troy N Y, Ja 95
- 152 * **McGuffey, Margaret Drake** *1st yr certificate* 1894 L S, O 93-Ap 95
Cincinnati O; clsfr and ctldr Young women's assn lib, Troy N Y, Ja 95; chief of Boston p. l. issue dept Ap 95-date, leave of absence in Europe Jl-Ag 99, Mr-S 01; at A L A mtgs 94, 00; treas Mass lib club 1898-1900; mem L S assn
- 153 **Newman, Alice** *diploma* 1897 L S, O 93-Ja 94, 1895-97
Pittsfield Mass; Wellesley B. S. 1893: In Y W C A, Albany N Y, N 95-Je 96; asst N Y state trav lib div Ag 96-Je 97; clsfr and ctldr North Adams (Mass) p. l. Jl 97-Mr 99; married Martin Theobald Nachtmann 29 Je 99
- 154 * **Silliman, Helen Cornwell** *diploma* 1895 L S 1893-95
Rutland Vt; ctldr Colgate univ lib, Hamilton N Y, Jl-Ag 94; ctldr Saugerties (N Y) p. l. O 94; charge of *Catalogue of United States public documents*; monthly, Pub doc lib, Washington, Jl 95-date; mem L S assn
- 155 * **Stanley, Harriet Howard** *honor diploma* 1895 L S, O 93-My 95
Magnolia Mass; clsfr and ctldr Saratoga Springs (N Y) union sch lib Jl 94; asst in charge L S summer course My-Jl 98; Southbridge (Mass) pub ln My 95-Ag 99; school ref ln Brookline (Mass) p. l. O 99-date; mem A L A, at mtgs 96, 98; mem Mass lib club; mem L S assn
- 156 * **Stockwell, George Watson Cutler** *honor 1st yr certificate* 1894 L S 1893-95
Northampton Mass; asst ln Diocesan lending lib, All Saints cathedral, Albany N Y, Mr 94-Je 95; ctldr Concord (N H) p. l. Jl 95-Je 96; clsfr and ctldr Y M C A lib, Ware Mass, F-D 97; clsfr and ctldr, Norton (Mass) p. l. Ap-Ag 98; clsfr and ctldr Forbes lib, Northampton Mass, S-N 98; clsfr and ctldr Canton (Mass) p. l. My 98-Mr 99; ctldr Y M C A lib, New York, F-Mr 99; clsfr and ctldr N H state lib Ap-Je 99; ln Westfield (Mass) Athenaeum Jl 99-date; mem A L A, at mtg 1900; mem Mass lib club; vice-pres Western Mass lib club 1900-1, pres 1901-date; on L S assn exec board 1901-date

- 157 **Sutliff, Jennie Sweet** L S, O 93-Apr 94
Lawrence Kan; Kansas univ 1881-85; at A L A mtg 95
- 158 **Watson, William Richard** *1st yr certificate 1894* L S, O 93-Apr 95
Northfield Minn; Carleton col (Northfield) B. S. 1890; asst in Carnegie lib, Pittsburg Pa, My 95-date; mem A L A, at mtgs 94, 98, 00; sec-treas Western Pa lib club S 96-May 97; mem L S assn, pres 1899-1900
- 159 **Wilson, Minnie Cornwell** *honor diploma 1895* L S 1893-95
St Louis; clsfr and ctlgr Sandy Hill (N Y) union sch lib N 94; clsfr and ctlgr Waterford (N Y) p. l. F 95; asst clsfr private lib of Hon Levi K. Fuller, Brattleboro Vt, Mr 95; married George Albert Cragin 20 Ja 98; at A L A mtg 97

Class of 1896

- 160 **Ames, Sarah Hewes** L S 1894-95
Stockbridge Mass; clsfr and ctlgr Niagara Falls (N Y) p. l. J1-Ag 95; clsfr and ctlgr Stoneham (Mass) p. l. S-N 95; clsfr and ctlgr Wheeling (W Va) p. l. Ja-Apr 96; ctlgr Harvard divinity sch lib My 96-May 98; associate in Patterson lib, Westfield N Y, J1 98-date; at A L A mtg 98; mem L S assn
- 161 **Betteridge, Grace Lillian** L S 1894-98
Brockport N Y; Wellesley 1887-89; asst N Y state study clubs div D 94-date; at A L A mtg 98; mem N Y L A
- 162 **Biscoe, Ellen Dodge** *diploma 1896* L S 1894-96
Grafton Mass; Wellesley 1885-88; clsfr and ctlgr Niagara Falls (N Y) p. l. J1-Ag 95; asst N Y S L, O 95-Je 96; clsfr and ctlgr Buffalo hist soc lib J1-D 96; asst Wisconsin hist soc lib S 00-May 01; Eau Claire (Wis) pub ln D 96-J1 00, J1 01-date; at A L A mtg 98; mem L S assn
- 163 **Brooks, Henrietta St Barbe** L S, O 94-Apr 95
Sudbury Mass; Wellesley B. S. 1891; ctlgr Harvard univ lib My 93-Je 94; volunteer ctlgr Goodnow lib, Sudbury Mass, Ag-S 94; chief ctlgr Carnegie lib, Pittsburg Pa, My 95-date, leave of absence in Europe Je-S 99; at A L A mtgs 96, 98, 00; mem L S assn
- 164 **Corwin, Euphemia Kipp** *1st yr certificate 1895* L S, O 94-May 96
New Brunswick N J; Mt Holyoke sem 1881-82; Union theol sem and Columbia univ 1901-date; ctlgr Utica (N Y) p. l. O 96-O 97; asst in Union theol sem N 97-Je 01; mem A L A; mem New York lib club; mem L S assn
- 165 **Curtis, Florence Rising** *diploma 1898* L S 1894-96
Ogdensburg N Y; Wells col 1891-94; clsfr and ctlgr Troy (N Y) children's neighborhood lib F 95; asst in Diocesan lending lib, All Saints cathedral, Albany N Y, N 95-Je 96; asst Osterhout f. l. Wilkes-barre Pa, J1 96-J1 97; ctlgr Potsdam (N Y) p. l. and reading room J1-Ag 99; clsfr Morristown (N Y) p. l. Mr 00; ctlgr Potsdam (N Y) state normal sch lib N 99-Mr 00, ln and private sec S 00 date

166 Edwards, Ella May L S 1894-95

Holley N Y; Syracuse univ 1887-88; ctgr Worcester (Mass) club lib Jl 95; ctgr Worcester f. p. l. Je 95-O 96; clsfr and ctgr Athol (Mass) p. l. O 96; ctgr Worcester polytechnic inst lib N 96; index Rural cemetery, Worcester, O-D 96; clsfr and ctgr Y M C A lib, Buffalo, Ap-May 98; ctgr private lib of R. W. Vosburgh, Buffalo, Ja-F 01; clsfr and ctgr Buffalo hist soc lib D 96-Ja 98, In F 98-D 01; at A L A mtgs 98, 99, 00; chairman Buffalo lib club program com O 98-May 99, vice-pres 1899-1900, sec-treas 1900-1

167 *Hale, Elizabeth Vashti L S 1894-95

Elizabethtown N Y; substitute In Peck lib, Norwich (Ct) free academy O-D 95; asst In Drexel inst, Philadelphia and instructor lib sch Ja-Je 96; clsfr and ctgr private lib of Gov Levi P. Morton, Ellerslie N Y, Jl 96; In and treas Elizabethtown (N Y) circ lib 1886-97; clsfr and ctgr private and sch lib of Miss Sarah Porter, Farmington Ct, N 96, Ap-May 97; married Robert Porter Keep 6 Jl 97; mem L S assn

168 *Herron, Winifred Arria L S 1894-95

Endicott Mass; Boston univ 1892-93; clsfr and ctgr Nantasket (Mass) p. l. N 95; clsfr and ctgr Newburyport (Mass) p. l. My 96-Je 98; asst Hampton (Va) normal and agric inst lib N 98-Ja 99; clsfr and ctgr Washington Hights branch, New York p. l. Ja-Je 00; clsfr and ctgr Ballston Spa (N Y) p. l. Jl-Ag 00; ctgr Y M C A lib, New York, F 99-Ja 00, Je 00, ctgr and circ dept asst O 00-date; mem L S assn

169 Hosford, James Frederic L S, O-N 94

Kinderhook N Y; Princeton B. A. 1892; studied lib econ with Dr E. C. Richardson, In Princeton univ, 1893-94

170 Hoyt, Maude Buckingham L S, N 94-Je 95

Wilkesbarre Pa

171 Keating, Geraldine Katherine L S 1894-95

Chesham, Bucks Eng; asst ctgr private lib of Hon Levi K. Fuller, Brattleboro Vt, Ap 95; Rockville (Ct) pub In F 96-Mr 97; at A L A mtg 94; at international lib conf, London 97

172 Latty, Clara Emily L S, O 94-May 95

Defiance O; Swarthmore col Mr-Je 81

173 Mattocks, Jessie Potter L S 1894-95

Norton Mass; married Walter Howard Talbot 24 S 96

174 *Olcott, Frances Jenkins *diploma 1896* L S 1894-96

Albany N Y; asst In Brooklyn p. l. D 97-Mr 98; chief of Carnegie lib children's dept, Pittsburg Pa, Ap 98-date, director training sch for children's librarians O 00-date; at A L A mtg 99; mem L S assn

175 *Pond, Nancy May B. L. S. 1896 L S 1894-96

Woonsocket R I; Wellesley B. S. 1893; asst In Harris inst, Woonsocket, Ja-S 94; substitute In Peck lib, and substitute curator Slater mem museum, Norwich (Ct) free academy S 96-Mr 97, In and curator S 00-date; mem L S assn

- 176 **Seymour, Martha Louise** L S, O 94-My 95
St Albans Vt; McGill univ (Montreal) B. A. 1893; married Chadwick Philander Cummings 28 O 96
- 177 **a Wait, Marie Fox** L S 1894-95
Ellenville N Y; Vassar 1872-74; clsfr and ctlgr Ellenville f. l. J1-O 93; substitute ln Y W C A, New York, J1 95; clsfr and ctlgr Oneonta (N Y) p. l. N-D 95; ctlgr New York p. l. F 96-D 99, chief of periodical dept D 99-D 00; ln New Jersey hist soc, Newark, Ja 01-date; mem A L A, at mtgs 98, 99, 00; mem N Y L A; mem New York lib club; mem L S assn
- 178 **a Willard, Elisa May** *honor 1st yr certificate 1895* L S 1894-95
Boston Mass; Smith B. A. 1894; Montpelier (Vt) pub ln J1-S 95; instructor in cataloguing L S summer course J1-Ag 96; ref ln Carnegie lib, Pittsburg Pa, S 95-date; mem A L A, at mtgs 96, 98, 00; on Western Pa lib club exec com 1896-97; mem Keystone state lib assn; mem L S assn, 1st vice-pres 1899-1900

Class of 1897

- 179 **a Abbot, Etheldred** *1st yr certificate 1896* L S 1895-97
Utica N Y; Vassar B. A. 1895; asst Vassar col lib S 93-Je 95; ctlgr Hartford (Ct) p. l. J1-Ag 96; ctlgr New York p. l. J1 97-My 98; art ln Wellesley col My 98-date; mem L S assn
- 180 **a Ames, Anne Seymour** *diploma 1897* L S 1895-97
Washington; ln and head of dept of bibliology Mt Vernon sem, Washington, S 97-date; mem A L A, at mtgs 97, 98; mem D C lib assn; mem L S assn
- 181 **Andrews, Elisabeth Parkhill** *honor diploma 1897* L S 1895-97
Wethersfield Ct; Wethersfield pub ln J1 94-S 95, J1-S 96; clsfr and ctlgr private lib of Hon Whitelaw Reid, New York, Ag-O 97; asst N Y state trav lib div Mr-Ap 98; ctlgr Watkinson lib, Hartford Ct, O 00-My 01; asst Hartford p. l. F, My, S 98, S 01; ctlgr Hartford pub high sch lib My-D 01; at A L A mtg 97
- 182 **Atkinson, Jane** L S 1895-96
Holicong Pa; Swarthmore col, B. A. 1893; asst ctlgr Pennsylvania univ lib Je 98-F 00
- 183 **a Fellows, Jennie Dorcas** *honor 1st yr certificate 1896* L S, O 95-Mr 97, Ap-Je 98
Norwich Ct; asst Peck lib, Norwich (Ct) free academy S 92-S 95; ctlgr private lib of Albert Vander Veer M. D. Albany N Y, My-N 96; ctlgr Bangs lib, First unitarian church, Worcester Mass, N 97-Mr 98; ctlgr Worcester f. p. l. Ap 97-F 99; asst N Y S L, F 99-date; mem A L A, at mtgs 96, 98, 99; mem L S assn
- 184 **Flagg, Charles Allcott** *B. L. S. 1899* L S 1895-98
Sandwich Mass; Bowdoin B. A. 1894; asst Bowdoin col lib S 91-Je 94; ctlgr Diocesan lending lib, All Saints cathedral, Albany N Y, Je 96-N 98; asst N Y S L, J1 96-Ap 99, subln hist div Ap 99-My 00;

asst Library of congress catalogue div My 00-date; mem A L A, at mtg 98; mem D C lib assn

- 185 Frisbee, Rev Edward Selah** L S 1895-96
Albany N Y; Amherst B. A. 1860, M. A. 1866, D. D. 1878
- 186 a Hopkins, Julia Anna** *1st yr certificate 1896* L S 1895-96
Auburn N Y; ref in Reynolds lib, Rochester N Y, S 96-S 99; asst in Bryn Mawr col S 99-F 01; 1st asst Carnegie lib catalogue dept, Pittsburgh Pa, F 01-date; mem A L A; mem L S assn
- 187 Iles, Constance Hurford** L S, O 95
Providence R I; Smith B. L. 1895
- 188 a Jennings, Judson Toll** L S, O 95-Apr 00
Albany N Y; Union 1894-95; in Y M C A, Albany N Y, 5 months 1892; asst Union univ lib 1894-95; page N Y S L, Ap 89-S 92, shelf curator O 92-S 97, ref asst O 97-S 98, subln (reference) in charge of main reading room and loans O 98-date; at A L A mtgs 92, 98, 00; mem L S assn
- 189 Kueffner, Cecilia Wanda** L S 1895-96
Cambridge Mass; Michigan univ 1892-93; Radcliffe 1893-94; volunteer asst Denver (Col) p. l. J1-S 92; ctgr special collection Michigan univ lib 1892-93; asst Boston Athenaeum J1-S 94; clsfr and ctgr Walpole (Mass) p. l. F 98-99; asst Boston p. l. branch dept J1-D 97, Je 98-date
- 190 Langworthy, Louise** *diploma 1897* L S 1895-97
Alfred N Y; Alfred univ, Ph. B. 1895; married William Stebbins Gage 15 J1 97; at A L A mtg 98
- 191 a Lord, Isabel Ely B. L. S.** 1897 L S 1895-97
Hartford Ct; clsfr and ctgr Albany (N Y) pub sch lib Ap-Je 96; asst N Y S L, J1 96-Je 97; substitute in Bryn Mawr col Ag 97-J1 98, in S 98-date; at A L A mtgs 96, 97, 98, 99, 00, on A L A com on cooperation with N E A lib dept 1901-date; on Pa lib club exec com 1899-1900, vice-pres 1900-date; vice-pres Keystone state lib assn 1901-date; sec and treas L S assn 1898-date
- 192 a McNair, Mary Wilson** L S 1895-96
Oneida N Y; Elmira col, B. A. 1895; clsfr and ctgr Ansonia (Ct) p. l. S 96; ctgr New York p. l. O 96-Apr 00; asst Library of congress catalogue div Je 00-date; mem D C lib assn; mem L S assn
- 193 a Morse, Anna Louise** *diploma 1898* L S, O 95-Ja 96, 1896-98
Millbury Mass; Smith B. A. 1892; asst N Y state trav lib div Ag 97-Je 01; at A L A mtg 98; mem L S assn
- 194 a Pierson, Harriet Wheeler** L S 1895-96
Florida N Y; Mt Holyoke col 1892-94; clsfr and ctgr Ansonia (Ct) p. l. S 96; ctgr New York p. l. O 96-Apr 00; asst Library of congress catalogue div, Je 00-date; mem D C lib assn; mem L S assn
- 195 a Smith, Bessie Sargeant** *diploma 1898* L S 1895-97
Wellesley Mass; Wellesley B. A. 1895; in Harlem lib, New York, Ag 97-Mr 01; mem A L A, at mtgs 97, 98, 99, 00; sec New York lib club My 00-Mr 01; mem L S assn

- 196 ^a **Terwilliger, Mary Sayers** L S, O 95-My 97
 Alfred N Y; Alfred univ, Ph. B. 1890, Ph. M. 1892; ctlgr Utica (N Y)
 p. l. My 97-Je 98; ctlgr Bryn Mawr col lib F 99; clsfr and ctlgr Wor-
 cester (Mass) f. p. l. Mr 99-date; at A L A mtg 98; mem L S assn
- 197 ^a **Thompson, Madeleine Sylvester** 1st yr certificate 1896 L S, O 95-
 N 96
 New York; Cornell B. S. 1882; clsfr and ctlgr Arlington (R I) p. l.
 S 96; ctlgr New York p. l. N 96-date; mem L S assn
- 198 ^a **Thorne, Elisabeth Gertrude** diploma 1897 L S 1895-97
 Skaneateles N Y; Vassar B. A. 1895; asst Vassar col lib loan dept
 S 94-Je 95; ctlgr Utica (N Y) p. l. Jl 97-S 98; In Port Jervis (N Y)
 f. l. N 98-date; at A L A mtgs 98, 00, 01; N Y L A local sec for
 lib institutes for Orange, Ulster, Dutchess, Putnam and Rockland co
 1901-date; on L S assn exec board 1901-date
- 199 ^a **Waterman, Lucy Dwight** diploma 1897 L S 1895-97
 Gorham Me; In college settlement, Rivington st, New York, Jl-Ag 96;
 clsfr and ctlgr Miss Masters's sch lib, Dobbs Ferry N Y, N 96, D 97;
 ctlgr Carnegie lib, Homestead Pa, Ja-Ap 98; asst In Brooklyn p. l.
 Ap-Jl 98; In New York law sch S 98-Ag 01; mem A L A, at mtgs 97,
 98, 00; mem New York lib club; mem L S assn
- 200 **Willard, Julia Etta** L S, O 95-My 96
 Watertown N Y; Cornell B. L. 1885

Class of 1898

- 201 ^a **Bailey, Arthur Low** B. L. S. 1898 L S 1896-98
 Methuen Mass; Tufts col 1894-96; ctlgr Sunday sch lib, St Peter's
 church, Albany N Y, O-D 97; clsfr and ctlgr New Milford (Ct) lib
 assn F-Mr 98; asst N Y S L, Jl-S 98, subln accession dept O 98-date,
 sec book board O 99-date; mem A L A, at mtg 1900; mem L S assn
- 202 ^a **Brown, Edna Adelaide** B. L. S. 1898 L S 1896-98
 Providence R I; Brown univ 1894-96; clsfr and ctlgr Barrington
 (R I) p. l. Jl-O 98; general asst Carnegie lib, Pittsburg Pa, F-N 99;
 asst Providence (R I) p. l. Mr-Jl 95, special libraries custodian Mr 00-
 O 01; mem A L A, at mtg 1900; mem L S assn, on exec board 1900-1
- 203 **Cook, William Burt, jr** L S 1896-98
 Waterford N Y; Cornell B. A. 1896; clsfr and ctlgr Hinsdale (Mass)
 p. l. Je-O 97, S 00; asst N Y state pub lib div Jl 98-O 00, subln N Y S L
 law div N 00-date
- 204 **De Puy, Almena Rebecca** L S 1896-97
 Jackson Mich; Michigan univ 1888-89; clsfr and ctlgr Appleton
 (Wis) p. l. Ja-Mr 98; clsfr private lib of A. L. Smith sr, Appleton,
 Ap-My 98; clsfr and ctlgr Galesburg (Ill) p. l. F 99-Jl 00; substitute
 Jackson (Mich) p. l. Jl-D 92, asst S 00-S 01
- 205 ^a **Garvin, Ethel** diploma 1902 L S 1896 98
 Lonsdale R I; Brown univ 1893-96; asst Brown univ lib S 95-Je 96;
 asst Forbes lib, Northampton Mass, O 98-F 00; periodical custodian
 Providence (R I) p. l. Mr 00-O 01, special libraries custodian N 01-
 date; mem A L A, at mtg 98; mem Mass lib club; mem L S assn

- 206 a Haynes, Frances Eliza** *1st yr certificate 1897* L S 1896-97
Fitchburg Mass; Mt Holyoke col, B. L. 1895; in Levi Heywood mem lib, Gardner Mass, O 97-S 01; asst in Mt Holyoke col S 01-date; mem A L A; mem Mass lib club; mem L S assn
- 207 a Hunt, Clara Whitehill** *honor diploma 1898* L S 1896-98
Utica N Y; asst Utica p. l. Ag 95, J1-Ag 96; organizer children's dept, Apprentices lib, Philadelphia, Ag-S 98; asst Newark (N J) f. p. l. ref dept O 98-Mr 01, children's in Mr 01-date; at A L A mtgs 98, 00; sec N J lib assn 1898-1901; mem L S assn
- 208 a Imhoff, Ono Mary** *honor 1st yr certificate 1897* L S, O 96-Ja 98
Lincoln Neb; Woman's col of Baltimore B. A. 1896; 1st asst ctlgr Carnegie lib, Pittsburg Pa, Ap 98-D 00; Newark (N Y) pub in Ja-D 01; at A L A mtgs 95, 97, 98; mem L S assn
- 209 Norton, Elisabeth** *1st yr certificate 1897* L S 1896-97
Albany N Y; Vermont univ, B. A. 1896; ctlgr Vermont univ lib J1-N 97; clsfr and ctlgr Westfield (N Y) academy lib Ap 98; clsfr and ctlgr Darwin R. Barker lib assn, Fredonia N Y, My 98; clsfr and ctlgr Barrington (R I) p. l. J1-O 98; married Thomas Hawley Canfield 29 D 98
- 210 Officer, Helen Fuller** L S 1896-97
Salt Lake City Utah; Denver univ, B. L. 1886; at A L A mtg 95
- 211 Reed, Mabel Florence** *1st yr certificate 1897* L S 1896-97
Portland Me; Smith B. L. 1896; ctlgr Y M C A lib, New York, My 98-Mr 00; clsfr and ctlgr private lib of Mrs Nataly Reynal, New York 1900; ctlgr General soc of mechanics and tradesmen's lib, New York, F 01-date
- 212 Rogers, Florence Sally** *1st yr certificate 1897* L S 1896-97
New London Ct; Wellesley B. S. 1894; substitute in Lancaster (Mass) p. l. O 97-Ap 99; asst clsfr and ctlgr Princeton univ lib My 99-Mr 00; asst Library of congress catalogue div My 00-date; at A L A mtg 97
- 213 Sawyer, Laura Maria** L S 1896-97
Wolfville Nova Scotia; Acadia col (Wolfville) B. A. 1896; asst in Acadia col J1 97-My 98; asst in Perkins institution and Massachusetts sch for blind, South Boston, D 98-date
- 214 Sherrill, Cecelia Adelaide** *1st yr certificate 1898* L S 1896-98
New Hartford N Y; Smith B. A. 1893; Amherst summer sch of lib econ 1893; asst Utica (N Y) p. l. D 93-O 96, ctlgr J1, S 97; ctlgr Worcester (Mass) f. p. l. Ag 98-Mr 99; at A L A mtg 98
- 215 Skinner, Marie Aurelia** L S 1896-97
Lake Forest Ill; Lake Forest univ, B. A. 1896; clsfr and ctlgr Ferry Hall sem lib, Lake Forest univ O 97; in Oshkosh (Wis) state normal sch Ja-J1 98; clsfr and ctlgr Lake Forest p. l. D 98-J1 99, in J1 99-date; at A L A mtg 01; mem Ill lib assn
- 216 Williams, Hugh B.** L. S. 1898 L S 1896-98
Cleveland O; Adelbert B. A. 1896; Columbian M. A. 1899; asst Adelbert col lib J1 95-My 96; asst Cleveland p. l. Je-Ag 96, J1-O 97; asst

Library of congress catalogue div O 98-date; instructor in cataloguing Columbian univ dept of lib science, Washington, Ja 01-date; at A L A mtgs 96, 98, 00; sec D C lib assn 1901-date

- 217 a Wilson, Ellen Summers** *honor 1st yr certificate 1897* L S 1896-98
Albany N Y; clsfr and ctlgr of lib of Woman's med col of New York infirmary for women and children S-O 98; clsfr and ctlgr Johnstown (N Y) p. l. O-D 98; in West End branch, Carnegie lib, Pittsburg Pa, D 98-My 99, in Wylie Avenue branch Je 99-D 01; mem L S assn
- 218 a Wyer, James Ingersoll, jr** *B. L. S. 1898* L S 1896-98
Minneapolis Minn; Minnesota univ 1895-96; asst Minncapolis p. l. Ja-S 96; asst N Y S L, S 97-Ag 98; lecturer on subject bibliography Wisconsin summer sch of lib science, Madison, Jl 99; acting in Nebraska univ S 98-D 99, in D 99-date, asst professor of bibliography Ap 99-date; at A L A mtgs 96, 97, 98, 99, 01, on A L A lib training com 1901-date; pres Neb pub lib commission 1901-date; vice-pres Neb lib assn 1898-99, pres 1899-date; on Mo lib assn com on lib exhibit at Louisiana purchase exposition 1903, 1901-date; mem L S assn, 2d vice-pres 1899-1900

Class of 1899

- 219 Baker, Ethel** L S, O 97-F 98, Mr-Je 99
Chicago; Northwestern univ, Ph. B. 1892; Chicago univ 1892-94; married Edmund Lathrop Andrews 12 O 99
- 220 Creighton, John Barber** L S, O 97-My 98
Malone N Y; Colgate Ph. B. 1897
- 221 Daggett, Caroline Mayhew** L S 1897-98
Syracuse N Y; instructor in cataloguing Syracuse univ O 98-Je 99; ctlgr Syracuse p. l. S 98-My 99, head ctlgr My 99-date; mem A L A, at mtgs 98, 00
- 222 a Guggenheimer, Aimée** *B. L. S. 1899* L S 1897-99
Baltimore Md; Woman's col of Baltimore B. A. 1896; in U S bureau of forestry, Washington, N 99-date; mem L S assn
- 223 a Hyatt, Bertha Evelyn** *B. L. S. 1901* L S 1897-99
Albany N Y; Wellesley B. A. 1896; asst on A L A exhibit for Paris exposition 1900, N Y S L, O 99-Ap 00, ctlgr N Y S L, S 00-date; mem L S assn
- 224 a Laer, Arnold Johan Ferdinand van** L S 1897-99
Utrecht Holland; archivist N Y S L, Je 99-date; mem A L A, at mtg 98; mem N Y L A; mem L S assn
- 225 a Lane, Lucius Page** *honor 1st yr certificate 1898* L S 1897-98, took sr work 1898-99 as nonresident student
New York; Massachusetts inst of technology B. S. 1894; Harvard B. A. 1895, M. A. 1896; asst Boston p. l. dept of documents and statistics Ag 98-Je 00, ctlgr Je 00-date; mem A L A, at mtgs 97, 01; at international lib conf, London 97; mem Mass lib club; mem L S assn
- 226 a McCall, Catharine** *1st yr certificate 1898* L S 1897-98
Utica N Y; ctlgr Pennsylvania univ lib Ja-Jl 99, clsfr Ag-O 99; clsfr and ctlgr Erwin lib, Boonville N Y, My-Jl 01; clsfr and ctlgr North Carolina univ lib, Chapel Hill, Ag-O 01; mem L S assn

- 227 a Mathews, Mrs Jessie Frances (Holmes)** L S 1897-98
New York; Drury col, Ph. B. 1883; Wellesley 1888-89; ctlgr Pennsylvania univ lib Ja-S 99; mem L S assn
- 228 a Miersch, Ella Emilie** *diploma 1899* L S 1897-99
Allegheny Pa; Vassar B. A. 1897; Southbridge (Mass) pub ln O 99-date; mem A L A; mem Bay Path lib club; mem L S assn
- 229 a Rombauer, Bertha Emilie** *diploma 1899* L S, O 97-Mr 99
St Louis; ctlgr Cincinnati (O) p. 1. Ap-O 99; Sheboygan (Wis) pub ln Ap 00-Mr 01; asst St Louis p. 1. circulation dept, Ap 01-date; mem Mo lib assn; mem L S assn
- 230 a Shaw, Robert Kendall** *B. L. S. 1901* L S 1897-99, My-Je 00
Worcester Mass; Harvard B. A. 1894; asst N Y S L, O 98-My 01; asst Library of congress catalogue div My 01-date; mem A L A, at mtgs 98, 01; mem D C lib assn; mem L S assn
- 231 a Smith, Laura** L S 1897-98
Cincinnati O; ctlgr Cincinnati p. 1. Ag 98-Jl 00, chief ctlgr Jl 00-date; mem A L A, at mtgs 98, 00, 01; on Ohio lib assn lib training com 1901-date; mem L S assn
- 232 a Williams, Mary Floyd** *B. L. S. 1900* L S, Ja 98-Je 00
Oakland Cal; California univ 1885-89; Illinois univ lib sch S 97-Ja 98; vice-director's asst L S. Mr 99-Jl 00, asst in charge of summer course My 99-Jl 00; charge of Mechanics inst accession, classification and catalogue dept, San Francisco, N 00-S 01; mem A L A, at mtg 98; treas Cal lib assn 1901-date; mem L S assn
- 233 Windeyer, Margaret** *diploma 1900* L S 1897-99
Sydney Australia; clsfr and ctlgr private lib of Mrs George L. Stedman, Loudonville N Y, Je 98; clsfr and ctlgr Catskill (N Y) p. 1. S-N 99; asst on A L A exhibit for Paris exposition 1900, N Y S L, D 99-Ap 00; clsfr and ctlgr Canajoharie (N Y) union high sch lib Ag-S 00; clsfr and ctlgr Port Chester (N Y) lib N 00-Ja 01; ln Wells col, Aurora N Y, Ja-Ap 01; asst New South Wales p. 1. Sydney Australia, Jl 01-date; at A L A mtg 98
- 234 a Windsor, Phineas Lawrence** *honor 1st yr certificate 1898* L S 1897-99
Evanston Ill; Northwestern univ, Ph. B. 1895; asst Northwestern univ lib S 94-Je 95; asst Y M C A lib, Albany N Y, O 97-S 00; ctlgr Diocesan lending lib, All Saints cathedral, Albany N Y, 1899-S 00; asst N Y S L law div Je 99-O 00; chief of index and catalogue div, copyright office, Library of congress O 00-date; mem A L A, at mtg 01; mem D C lib assn; mem L S assn
- 235 a Wood, Harriet Ann** *1st yr certificate 1898* L S 1897-98
Saginaw West Side Mich; Vassar B. A. 1893; Chicago univ 1894-95; asst ctlgr Buffalo p. 1. S 98-Ap 99; asst ctlgr Cincinnati (O) p. 1. Ap 99-Jl 00, 1st asst ctlgr Jl 00-S 01; chief ctlgr Iowa state univ lib, Iowa City, S 01-date; mem A L A, at mtgs 98, 00, 01; mem Iowa lib assn; mem L S assn

Class of 1900

- 236 **Ashley, Frederick William** *1st yr certificate 1899* L S, O 98-My 00
Painesville O; Adelbert B. A. 1885, M. A. 1888; Yale divinity sch 1885-86; Harvard 1891-92; Painesville pub ln Mr-S 98; asst N Y S L, Je 99-My 00; chief of correspondence div, copyright office, Library of congress My 00-date; mem Ohio lib assn; mem D C lib assn; mem L S assn
- 237 **Barker, Emma Elizabeth** *1st yr certificate 1899* L S 1898-1901
Plattsburg N Y; Wellesley B. A. 1898; asst Young men's assn lib, Albany N Y, Je 99-Apr 01, ln Apr 01-date; mem L S assn
- 238 **Borden, Fanny B. L. S.** 1901 L S 1898-1900
Fall River Mass; Vassar B. A. 1898; asst ln Bryn Mawr col F 01-date; mem A L A; mem Pa lib club; mem L S assn
- 239 **Brown, Bertha Mower** L S 1898-1900
Eau Claire Wis; Wisconsin univ 1897-98; asst Eau Claire p. l. Ja 95-Ag 97, ln Jl 00-Jl 01; organizer for Wis free lib commission Ag-D 01; ln Madison (Wis) f. l. D 01-date; at A L A mtg 01; sec Wis lib assn 1900-date, on com to further the project of opening pub lib to county people 1901-date; mem L S assn
- 240 **Burnet, Duncan** *1st yr certificate 1899* L S 1898-99
Avondale, Cincinnati O; Pomona col 1895-96; Lehigh univ 1897-98; ctlgr Cincinnati p. l. Jl 99-My 00; head ctlgr Missouri univ lib O 01-date; at A L A mtg 01; mem L S assn
- 241 **Cheney, Lucy Davey** L S, O 98-F 99
Rutland Vt; 2d asst Rutland f. l. 1893-F 96, 1st asst F 96-F 98, ln Apr 99-date; mem A L A, at mtg 1900; mem L S assn
- 242 **Crump, Richard Law** L S, N 98-Je 99
New London Ct; Williams B. A. 1891; mem L S assn
- 243 **Defendorf, Days Elizabeth** *1st yr certificate 1899* L S 1898-99
Fairport N Y; Cornell Ph. B. 1898; asst ln Wesleyan univ, Middletown Ct, Jl 99-date; mem Ct lib assn; mem L S assn
- 244 **Dickey, Helene Louise** *1st yr certificate 1899* L S 1898-99
Racine Wis; Ferry Hall sem, Lake Forest (Ill) univ 1875-77; ln Chicago normal sch S 99-date; mem A L A, at mtg 01; mem Ill lib assn; chairman Chicago lib club com on home lib work 1901-date; mem Chicago bibliographical soc; mem L S assn
- 245 **Dobbin, Mabel Calder** L S 1898-99
Fairport N Y; Cornell Ph. B. 1898; asst on A L A exhibit for Paris exposition 1900, N Y S L, O 99-Jl 00, asst N Y state trav lib div N 00-date
- 246 **Earll, May** L S, O-D 98
Syracuse N Y; Cornell Ph. B. 1898; asst Syracuse p. l. 1897
- 247 **Fatout, Nellie Barbara** *honor 1st yr certificate 1899* L S 1898-99
Indianapolis Ind; De Pauw univ, B. A. 1892; clsr and ctlgr Anderson (Ind) p. l. S 99-Jl 00; asst Ind state lib Je-S 99, O-N 00; ctlgr Bedford (Ind) p. l. F-Je 01; Elwood (Ind) pub ln Je 01-date; at A L A mtg 01; treas Ind lib assn 1899-1901; mem L S assn

- 248** ^a **Fossler, Anna Katherine** *1st yr certificate 1899* L S 1898-99, F-Mr, My-Je 00
Lincoln Neb; Nebraska univ, B. S. 1895; asst Nebraska univ lib 1894-S 97; asst Illinois univ lib O 97-Jl 98; clsfr and ctlgr Brooks mem lib, Dunkirk NY, Jl-Ag 99; clsfr and ctlgr White Plains (NY) p. l. Ag-N 99; clsfr and ctlgr Stamford (N Y) sem and union sch lib N 99-F 00; clsfr and ctlgr Hendrick Hudson f. l. Hudson N Y, My, Jl 00; head of California univ lib catalogue dept Ag 00-date; mem A L A, at mtg 1900; mem Cal lib assn; mem L S assn
- 249** ^a **Goulding, Philip Sanford** *honor 1st yr certificate 1899* L S 1898-99
Wilmington Vt; Yale B. A. 1898; clsfr N H state lib Jl 99-Ag 00; head ctlgr Missouri univ lib Ja-S 01; clsfr and ctlgr Univ of the South lib, Sewanee Tenn, S 01-date; mem A L A, at mtg 01; mem L S assn
- 250** **Gracie, Helen Black** L S, N-D 97, 1898-99
Germantown Pa; asst Worcester (Mass) f. p. l. ref dept F-D 00; 1st asst Carnegie lib order dept, Pittsburg Pa, Ap 01-date
- 251** **Haines, Jane Bowne** *honor 1st yr certificate 1899* L S 1898-99
Cheltenham Pa; Bryn Mawr B. A. 1891, M. A. 1892, fellow in history and political science 1892-93; associate ln Bryn Mawr col S 95-S 98; asst Library of congress catalogue div My 00-date; at A L A mtg 98; mem D C lib assn; mem Pa lib club
- 252** **Harris, Harry Wilde** L S, O 98
East Orange N J; Princeton B. A. 1898
- 253** **Holcomb, Caroline Edith** L S 1898-99
New York; asst ln Beardsley lib, Winsted Ct, Jl 99-date; married Frederick Chester Case 22 F 00; mem Ct lib assn
- 254** ^a **Knight, Marion Ada** *honor 1st yr certificate 1899* L S 1898-1900
Lynn Mass; clsfr and annotator Carnegie lib, Pittsburg Pa, Ag 00-date; mem L S assn
- 255** ^a **McKnight, Herbert** L S 1898-1901
Albany N Y; Cornell B. L. 1895; asst N Y S L hist div O 98-Jl 01, S 01; asst Library of congress maps and charts div Jl 01-date; mem L S assn
- 256** ^a **Marx, Bertha** *1st yr certificate 1899* L S 1898-99
Toledo O; Cornell B. S. 1898; general asst Worcester (Mass) f. p. l. Ja-D 00; Sheboygan (Wis) pub ln Ap 01-date; at A L A mtg 01; mem L S assn
- 257** ^a **Mudge, Isadore Gilbert B. L. S.** 1900 L S 1898-1900
Brooklyn N Y; Cornell Ph. B. 1897; ref ln and asst professor of lib econ Illinois univ S 00-date; at A L A mtg 01; mem Ill lib assn; mem L S assn
- 258** **Norén, Selma Constance** L S 1898-99
McCook Neb; Nebraska univ, B. A. 1898; asst Lincoln (Neb) city lib Mr-My 97, substitute asst ln Jl 97
- 259** ^a **Paddock, Catherine Dix** L S 1898-99
Chicago; Chicago univ, Ph. B. 1898; clsfr and ctlgr Greenville (O) p. l. Mr-Jl 99; annotator Chicago pub sch art soc Jl-S 99; ctlgr Western soc of engineers lib, Chicago, O-N 99; clsfr and ctlgr Illinois

- col lib, Jacksonville, Ja-Je 01; ctlgr Adams mem lib, Wheaton Ill, S-O 01; married William Fleet Baker 20 Jl 01; mem A L A, at mtg 01; mem Ill lib assn; mem Chicago lib club; mem L S assn
- 260 Paine, Florence Augusta B. L. S. 1901 L S 1898-1900**
Boston Mass; Smith 1892-95; asst N Y S L, Mr 99-Je 00, vice-director's asst L S, S 00-date
- 261 * Phellis, Nellie Abigail L S, O-D 98**
Mechanicsburg O; Ohio Wesleyan B. A. 1892; died 14 N 99
- 262 * Ray, Frances Katharine L S, O 98-Ja 99, 1900-1**
Albany N Y; Cornell Ph. B. 1898; clsfr and ctlgr Sesame reading club lib, Madison Avenue reformed church, Albany N Y, Jl-Ag 01; mem L S assn
- 263 * Rockwell, Adaline Benson L S 1898-99**
Oneida N Y; Wisconsin univ, B. L. 1898; mem L S assn
- 264 Saxton, Ida Louise B. L. S. 1900 L S 1898-1900**
Clyde N Y; Syracuse univ, Ph. B. 1893, Ph. M. 1896; clsfr and ctlgr Lyons (N Y) high sch lib Ag 00; married Albert Henry Wilcox 26 D 00
- 265 * Smith, Faith Edith honor 1st yr certificate 1899 L S 1898-1900**
Aurora Ill; Northwestern univ, Ph. B. 1896; asst Northwestern univ lib S 92-Jl 98; asst N Y S L, Mr 99-S 00; Sedalia (Mo) pub ln N 00-date; at A L A mtg 01; vice-pres Mo lib assn 1901-date; mem L S assn
- 266 * Squires, Norma May L S, O 98-Apr 99**
West Haven Ct; Vassar B. A. 1898; asst Brooklyn p. l. Je 00-date; mem L S assn
- 267 * Stewart, Irene honor 1st yr certificate 1899 L S 1898-99**
Peoria Ill; Michigan univ, B. A. 1894; asst Peoria p. l. S 94-O 98; ctlgr Worcester (Mass) f. p. l. Jl 99-date; mem L S assn
- 268 Van Allen, Edith L S 1898-99**
Albany N Y; ctlgr Y M C A lib, New York, Jl-D 99; clsfr and ctlgr Hendrick Hudson f. l. Hudson N Y, Jl-N 00; ctlgr Pruyn lib, Albany N Y, My-Je 01; asst California univ lib Ag 01-date; at A L A mtg 1900
- 269 Wood, Gertrude Pamilla honor 1st yr certificate 1899 L S 1898-99**
Bellevue O; Wellesley B. A. 1897; ctlgr Worcester (Mass) f. p. l. Jl 99-date
- Class of 1901**
- 270 * Bascom, Elvira Lucile honor 1st yr certificate 1900 L S 1899-1901**
Greensburg O; Allegheny col, B. A. 1894; asst N Y S L, Jl 00-S 01, indexer O 01-date; mem A L A; mem N Y L A; mem L S assn
- 271 Beard, Josephine 1st yr certificate 1900 L S 1899-1900**
West Springfield Mass; Oberlin col, B. A. 1894; asst ln Fisk univ, Nashville Tenn 1895-Mr 98; clsfr and ctlgr Lawrence lib, Fairfield Me, Ap-Je, O 01; clsfr and ctlgr Skowhegan (Me) p. l. N-D 01; asst Maine state lib N 00-date; at A L A mtg 1900
- 272 * Brown, Charles Harvey 1st yr certificate 1900 L S 1899-1901**
Roundlake N Y; Wesleyan (Middletown Ct) B. A. 1897, M. A. 1899; asst Wesleyan univ lib Jl 97-Je 99; clsfr and ctlgr Y M C A lib, Boston,

- Je-S 00; asst Library of congress catalogue div, J1 01-date; mem D C lib assn; mem L S assn
- 273 Casamajor, Mary** *1st yr certificate 1900* L S 1899-1900
Brooklyn; Adelphi (Brooklyn) B. A. 1899; filer and indexer of correspondence Munson steamship line, New York, Ja-O 01; Asbury Park (N J) pub ln N 01-date; mem A L A, at mtg 1900
- 274 a Davis, Esther Mercy** L S 1899-1900
Oneida N Y; Cornell Ph. B. 1899; ctlgr University club lib, New York, N 00-date; mem New York lib club; mem L S assn
- 275 Goetzman, Charlotte Eve** L S 1899-1900
Boone Ia; Northwestern univ. Ph. B. 1894; asst Boone high sch lib Ap-S 99; clsfr and ctlgr Eldora (Ia) p. l. F-Ap 01; clsfr and ctlgr Algona (Ia) p. l. My-Ag 01; clsfr and ctlgr Fort Dodge (Ia) p. l. N 01-date; mem Iowa lib assn
- 276 Green, Walter Cox** *1st yr certificate 1900* L S 1899-1900
Dighton Mass; Harvard B. A. 1889, M. A. 1892; Harvard divinity sch, B. D. 1892; asst New York p. l. N 00-date; at A L A mtg 1900
- 277 a Hall, Drew Bert** B. L. S. 1901 L S 1899-1901
Brunswick Me; Bowdoin B. A. 1899; asst Bowdoin col lib S 95-S 99; asst N Y S L, S 00-J1 01; ln Millicent lib, Fairhaven Mass, J1 01-date; mem A L A; mem Mass lib club; mem L S assn
- 278 Hays, Alice Newman** *honor 1st yr certificate 1900* L S 1899-1901
Pasadena Cal; Stanford B. A. 1896; asst N Y state trav lib div Je-S 01; asst in charge of periodicals Stanford univ lib O 01-date; mem N Y L A
- 279 a Hyde, Sara Gardner** *honor 1st yr certificate 1900* L S 1899-1901
Ware Mass; Mt Holyoke col, graduate 1892; asst N Y state study clubs div J1 00-J1 01, asst N Y S L catalogue dept J1 01-date; mem L S assn
- 280 a Keller, Helen Rex** *1st yr certificate 1900* L S 1899-1901
Jamaica Plain Mass; Smith B. L. 1899; asst in charge of Barton-Ticknor hall, Boston p. l. O 01-date; mem A L A; mem L S assn
- 281 Landsberg, Emil M.** L S 1899-1900
New York; Rochester univ, Ph. B. 1894; clsfr and ctlgr N Y state bureau of labor statistics, Albany, J1-O 00; asst Buffalo p. l. O 00-Ja 01; ln and indexer *New York times* Mr 01-date
- 282 a Lyman, Mary Alice** *honor 1st yr certificate 1900* L S 1899-1901
Waverly N Y; Smith B. L. 1899; asst N Y state trav lib div My 01-date; mem N Y L A; mem L S assn
- 283 a Maltbie, Anne Louise** *1st yr certificate 1900* L S, O 99-F 01
Granby Ct; Smith 1894-95; asst N Y S L, O-D 00; ctlgr Ct state lib O 01-date; mem L S assn
- 284 a Mathews, Mary Eliza** *1st yr certificate 1900* L S 1899-1900
Brooklyn; Adelphi (Brooklyn) B. A. 1899; ctlgr New York p. l. F-Je 01; ln Amer inst of mining engineers, New York, J1 01-date; mem A L A, at mtg 1900; mem N Y L A; mem L S assn
- 285 Nutting, Gertrude Belle** *honor 1st yr certificate 1900* L S 1899-1900
Whitewater Wis; Wisconsin univ, B. L. 1893; Radcliffe 1893-94; clsfr and ctlgr St Agnes sch lib, Albany N Y, D 00-F 01; asst Wisconsin univ lib O 01-date

- 286** * **Phelps, Anna Redfield** L S 1899-1901
Syracuse N Y; Vassar B. A. 1873; special work preliminary to opening Fletcher mem lib, Ludlow Vt. O-N 01; trustee and organizer Glen Haven (N Y) p. 1. O 93-date; ctlgr private lib of Robert C. Pruyn, Albany N Y, N 01-date; mem N Y L A; mem L S assn
- 287** **Prentiss, May Louise** L S 1899-1900
Lincoln Neb; Nebraska univ, B. A. 1899; asst Nebraska univ lib S 95-Je 97; clsfr and ctlgr private lib of Albert Vander Veer M. D. Albany N Y, J1 00; ctlgr Bryn Mawr col lib S 00-D 01
- 288** **Rigby, Grace Kendrick** L S, O-D 99
Mt Vernon Ia; Cornell col (Mt Vernon Ia) Ph. B. 1899
- 289** * **Sanderson, Edna May** *1st yr certificate 1900* L S 1899-1901
Albany N Y; Wellesley B. A. 1899; asst L S, J1 00-date; mem L S assn
- 290** * **Silliman, Caroline Elizabeth** L S, O 99-Apr 00
Hudson Wis; Oberlin col, Ph. B. 1891; Chicago univ, Ph. M. 1896; In River Falls (Wis) state normal sch Ap 00-date; mem L S assn
- 291** * **Smith, Marie Martin** L S 1899-1900
New Hope Pa; Pittsburg (Pa) training sch for children's librarians 1901-date; asst Buffalo p. 1. O 00-S 01; mem L S assn
- 292** **Springer, May Z.** L S 1899-1900
Indianapolis Ind; Franklin (Ind) col, Ph. B. 1898; In Alma (Mich) col O 00-J1 01; ctlgr Reuben McMillan f. l. Youngstown O, Ag 01-date
- 293** * **Thompson, Helen Morton** *honor 1st yr certificate 1900* L S 1899-1900, 1901-date
Cheltenham Md; Woman's col of Baltimore B. A. 1894; asst N Y S L, F-J1 01; mem A L A; mem L S assn
- 294** * **Virgin, Edward Harmon** L S 1899-1900
Dedham Mass; Harvard B. A. 1899; asst Harvard univ lib catalogue dept S 00-date; at A L A mtg 1900; mem L S assn
- 295** * **Vought, Sabra Wilbur** *honor 1st yr certificate 1900* L S 1899-1901
Jamestown N Y; Allegheny col, B. A. 1899; asst Chautauqua lib sch J1-Ag 01; In Tennessee univ, Knoxville, S 01-date; mem L S assn
- 296** **Whitmore, Frank Hayden** L S 1899-1901
Gardiner Me; Harvard B. A. 1899; clsfr and ctlgr Fort Orange club lib, Albany N Y, F-Apr 00; asst In Bowdoin col Ag 01-date
- 297** * **Willcox, Frank Grenell** *1st yr certificate 1900* L S 1899-1900
Holyoke Mass; Colgate B. A. 1894; Holyoke pub ln Ag 00-date; mem A L A; vice-pres Western Mass lib club 1901-date; mem L S assn
- 298** * **Williams, Edward Christopher** *honor 1st yr certificate 1900* L S 1899-1900
Cleveland O; Adelbert B. L. 1892; Amherst summer sch of lib econ 1895; In Adelbert col 1894-date, lecturer on bibliography N 00-date, lecturer on reference work N 01-date; mem A L A, at mtg 96; on Ohio lib assn exec com 1898-99, on lib training com 1900-1, sec Ohio lib assn 1901-date; mem L S assn

- 299 • Woodin, Gertrude Lee** *1st yr certificate 1900* L S 1899-1900
Greenport N Y; Wellesley B. A. 1892; clsfr and ctlgr Albany (N Y)
f. l. Je-S 00; asst ln Holyoke (Mass) p. l. N 00-date; mem Western
Mass lib club; mem L S assn
- 300 • Yust, William Frederick** *B. L. S. 1901* L S summer course 1899,
L S 1899-1901
Peacecreek Kan; Central Wesleyan (Warrenton Mo) B. A. 1893,
M. A. 1898; Chicago univ 1894-96; asst Chicago univ lib O 96-S 99;
ctlgr Y M C A lib. Albany N Y, Je-Jl 00; asst N Y S L, Jl 00-Jl 01,
subinspector N Y S L and home educ dept Jl 01-date; mem A L A;
mem N Y L A; mem Chicago bibliographical soc; mem L S assn

Class of 1902

- 301 • Avery, Jessie Ruth** L S 1900-1
Rochester N Y; Vassar 1898-99; mem L S assn
- 302 • Barr, Charles James** *honor 1st yr certificate 1901* L S 1900-date
River Forest Ill; Michigan univ, Ph. B. 1892; ctlgr N Y state bureau
of labor statistics, Albany, My 01; clsfr and ctlgr Wilmington (Del)
hist soc lib Jl-Ag 01; asst N Y S L, My 01-date; mem A L A; mem
N Y L A; mem L S assn
- 303 • Burnham, Alice Miriam** *honor 1st yr certificate 1901* L S 1900-date
Hamilton N Y; Vassar B. A. 1900; mem A L A; mem L S assn
- 304 • Claffin, Louise** *1st yr certificate 1901* L S 1900-1
Cleveland O; Col for women of Western Reserve univ, Ph. B. 1898;
asst Cleveland p. l. N 99-N 01, asst ctlgr N 01-date
- 305 • Colcord, Mabel** *honor 1st yr certificate 1901* L S 1900-date
Dover Mass; Radcliffe B. A. 1895; asst Young men's assn lib, Albany
N Y, Jl-S 01; asst N Y state trav lib div N 01-date; mem A L A;
mem L S assn
- 306 • Converse, Minnie Louise** *1st yr certificate 1901* L S 1900-1
Saginaw West Side Mich; Michigan univ, B. A. 1886; ln Alma (Mich)
col S 01-date; mem L S assn
- 307 • Crampton, Susan Charlotte** *honor 1st yr certificate 1901* L S 1900-date
St Albans Vt; Vassar B. A. 1894; mem L S assn
- 308 • Cramton, Ellen Brown** *1st yr certificate 1901* L S 1900-1
Rutland Vt; Wellesley B. A. 1900; ln Levi Heywood mem lib, Gard-
ner Mass, Ag 01-date; mem L S assn
- 309 • Crewitt, Mrs Julia Maria (Sumner)** *1st yr certificate 1901* L S 1900-1
Omaha Neb; Nebraska univ, B. A. 1898, M. A. 1900; asst Nebraska
univ lib D 01-date; mem A L A; mem Neb lib assn
- 310 • Davidson, Irville Fay** L S 1900-1
Weymouth Mass; Harvard B. A. 1897; clsfr and ctlgr Wilmington
(Del) hist soc lib Jl-Ag 01
- 311 • Deming, Margaret Childs** *1st yr certificate 1901* L S 1900-1
Sacramento Cal; California univ 1890-91; Stanford B. A. 1897
- 312 • Dunn, Florence Elizabeth** *honor 1st yr certificate 1901* L S 1900-date
Waterville Me; Colby B. A. 1896; mem A L A; mem L S assn
- 313 • Fuller, Frances Howard** *honor 1st yr certificate 1901* L S 1900-date
New York; Vassar B. A. 1894; mem A L A; mem L S assn

- 314** ^a **Gay, Ernest Lewis** L S 1900-date
Boston; Harvard B. A. 1897; mem A L A; mem L S assn
- 315** ^a **Glen, Henry** L S, O 00-Mr 01
Schenectady N Y; Union B. A. 1893; Albany (N Y) law sch, LL. B. 1895; Schenectady pub ln S 95-date; mem L S assn
- 316** ^a **Green, Lillian Pearle** *honor 1st yr certificate 1901* L S 1900-1
Stanford University Cal; Stanford B. A. 1898; ctlgr St Agnes sch lib, Albany N Y, D 00; asst Stanford univ lib Ja 98-Jl 00, chief asst Ag 01-date; mem Cal lib assn; mem L S assn
- 317** ^a **Hawkins, Emma Jean** L S 1900-date
Malone N Y; Smith B. M. 1897; mem A L A; mem L S assn
- 318** ^a **Houghton, Celia Mabelle** *honor 1st yr certificate 1901* L S 1900-date
Littleton Mass; Stetson (De Land Fla) B. A. 1897; asst Forbes lib, Northampton Mass, N 99-Jl 00; clsfr and ctlgr Ashby (Mass) p. l. Jl-Ag 01; mem A L A; mem L S assn
- 319** **Hunter, Dexter, jr** L S, O 00-Ap 01
Albany N Y; Harvard B. A. 1899; asst Buffalo p. l. O 01-date
- 320** ^a **Lamb, Eliza** *1st yr certificate 1901* L S 1900-date
Utica N Y; Western col (Oxford O) B. A. 1900; asst Western col lib S 96-Je 00; mem A L A; mem L S assn
- 321** ^a **Mann, Olive Louise** *1st yr certificate 1901* L S 1900-date
Florence Mass; Smith B. A. 1900; mem A L A; mem L S assn
- 322** ^a **Mullon, Lydia** *honor 1st yr certificate 1901* L S 1900-date
Lincoln Neb; Nebraska univ, B. A. 1892, M. A. 1896; asst Buffalo p. l. loan dept Jl-Ag 01; mem A L A; mem L S assn
- 323** ^a **Peck, George Mann** L S, O 00-Ja 01
Phelps N Y; Williams B. A. 1892; ln Lawrenceville (N J) sch lib S 99-Ag 00; ln Tome inst, Port Deposit Md, F-Je 01; mem L S assn
- 324** **Pope, Seth Ellis** L S 1900-1
Gardiner Me; Bowdoin B. A. 1895
- 325** ^a **Pritchett, Sadie Byrd** L S 1900-1
Glasgow Mo; Mt Holyoke col 1887-88; Washington univ (St Louis) 1890-91; Pritchett col (Glasgow Mo) M. A. 1891; asst Library of congress catalogue div Jl 01-date; mem L S assn
- 326** ^a **Rodgers, Anna Hendricks** *honor 1st yr certificate 1901* L S 1900-date
Albany N Y; Mt Holyoke col, B. A. 1900; asst N Y S L, F 96-D 99 (for short periods), Ag 00-date; mem A L A; mem L S assn
- 327** ^a **Rodgers, Nancy Jane** *1st yr certificate 1901* L S 1900-1
Topeka Kan; Washburn col (Topeka) B. A. 1897; asst Washburn col lib S 95-Je 97, ln S 01-date; mem A L A; mem L S assn
- 328** ^a **Smith, Mary Alice** *honor 1st yr certificate 1901* L S 1900-date
Worcester Mass; Smith B. A. 1897; asst Worcester f. p. l. O 97-S 00; ctlgr St Agnes sch lib, Albany N Y, D 00; asst N Y S L, My 01-date; mem A L A; mem L S assn
- 329** ^a **Stimson, Florence** L S 1900-1
Avondale, Cincinnati O; Cincinnati univ 1896-98; mem L S assn

- 330 • **Taber, Josephine** L S 1900-date
Salem O; Wellesley 1883-85; mem A L A; mem L S assn
- 331 • **Wade, Edith Sutcliffe** L S 1900-date
Verdoy N Y; Mt Holyoke col, B. A. 1900; asst N Y S L, Je-D 01;
mem A L A; mem L S assn
- 332 • **Whittemore, Benjamin Arthur** *honor 1st yr certificate 1901* L S 1900-date
Cambridgeport Mass; Harvard B. A. 1892, M. A. 1893; in Worcester
(Mass) academy S 98-Je 99; asst N Y S L and home educ dept J1 01-
date; mem A L A; N Y L A local sec for lib institutes for Albany dis-
trict 1901-date; mem L S assn
- 333 • **Whittler, Florence Bertha** *honor 1st yr certificate 1901* L S 1900-date
Riverside Cal; Stanford B. A. 1899; mem A L A; mem L S assn
- 334 • **Wiggin, Pauline Gertrude** L S 1900-date
Manchester N H; Smith B. L. 1890; Radcliffe M. A. 1895; asst
N Y S L, Je 01-date; mem A L A; mem L S assn

Class of 1903

- 335 **Bacon, Corinne** L S 1901-date
New Britain Ct; Packer collegiate inst (Brooklyn) 1888-90; asst New
Britain inst lib D 94-J1 01; mem A L A; mem Ct lib assn
- 336 **Barnes, Walter Lowrie** L S 1901-date
Westerville O; Otterbein univ (Westerville) Ph. B. 1898; mem A L A
- 337 **Bennett, Bertha Ilione** L S 1901-date
Ilion N Y; Syracuse univ, B. L. 1899; mem A L A
- 338 **Blunt, Florence Tolman** L S summer course 1901, L S 1901-date
Haverhill Mass; Mt Holyoke col, B. L. 1896, B. A. 1899; asst Haver-
hill p. l. Ja-My, O 98-Je 01; mem A L A
- 339 **Brown, Zaidee Mabel** L S 1901-date
Palo Alto Cal; Stanford B. A. 1898; mem A L A
- 340 **Chapman, Grace Darling** L S 1901-date
Geneva N Y; Lake Erie col (Painesville O) B. L. 1901; ctlgr Lake
Erie col lib S 00-Je 01; mem A L A
- 341 **Clarke, Mary Reynolds** L S 1901-date
Whitinsville Mass; Wellesley 1876-78; Smith 1879-80
- 342 **Donnelly, June Richardson** L S 1901-date
Cincinnati O; Cincinnati univ, B. S. 1895; mem A L A
- 343 **Draper, Annie Elizabeth** L S 1901-date
Auburn N Y; Cornell 1900-1; mem A L A
- 344 **Eastwood, Mary Edna** L S 1901-date
Albany N Y; Vassar B. A. 1899; clerk N Y S L and home educ dept
S 01-date; mem A L A
- 345 **Ferguson, Milton Jay** L S 1901-date
Norman Okl; Oklahoma univ, B. A. 1901; asst Oklahoma univ lib
J1 00-Je 01, in S 01-date; mem A L A
- 346 **Gibbs, Ethel Nye** L S, O-D 01
Grafton Mass; Wellesley B. A. 1901

- 347 Greene, Elizabeth Elma Harrington** L S, O-D or
Battle Creek Mich; Chicago univ, Ph. B. 1899
- 348 Groves, Charlotte Elizabeth** L S 1901-date
Alfred N Y; Wilson col (Chambersburg Pa) B. A. 1899; asst: Wilson
col lib S 95-Je 99; asst Alfred univ lib S 00-Je 01; mem A L A
- 349 Hazeltine, Alice Isabel** L S 1901-date
Warren Pa; Syracuse univ, Ph. B. 1901
- 350 Hepburn, William Murray** L S 1901-date
Pictou Nova Scotia; Dalhousie (Halifax) B. A. 1895, M. A. 1897;
mem A L A
- 351 Jenks, Edwin Munroe** L S 1901-date
Boston; mem A L A
- 352 Katz, Louise Waldman** L S 1901-date
Ithaca N Y; Cornell B. S. 1900; mem A L A
- 353 Larsen, Martha Emely** L S 1901-date
Kristiania Norway; Det kongelige norske Frederiks universitet
(Kristiania) Ph. B. 1896; asst Det Deichmanske bibliothek, Kristiania,
Mr 99-date; mem A L A
- 354 MacCarthy, Sara Ann** L S 1901-date
Rochester N Y; Vassar B. A. 1895
- 355 McCurdy, Robert Morrill** L S 1901-date
Andover Mass; Harvard B. A. 1900; mem A L A
- 356 a Marvin, George Ritchie** L S 1901-date
Brookline Mass; Hamilton col (Clinton N Y) B. A. 1901; mem
A L A; mem L S assn
- 357 Patterson, Marian** L S 1901-date
Jamestown N Y; Wellesley B. A. 1901; mem A L A; mem N Y L A
- 358 Perry, Everett Robbins** L S 1901-date
Worcester Mass; Harvard 1899-1901; mem A L A; mem Mass lib
club
- 359 Seligsberg, Ella Rosina** L S 1901-date
New York; Barnard B. A. 1899; mem A L A
- 360 Tweedell, Edward David** L S, O-D or
Providence R I; Brown univ, Ph. B. 1901; asst Providence p. l. J1 98-
S 01
- 361 a Waters, Caroline Elmina** L S 1901-date
Chardon O; Col for women of Western Reserve univ, Ph. B. 1897;
asst Col for women of Western Reserve univ lib S 94-Je 98, asst Adel-
bert col lib S 97-Je 01; mem A L A; mem Ohio lib assn; mem L S
assn
- 362 Whittlesey, Julia Margaret** L S 1901-date
Cleveland O; Lake Erie col (Painesville O) B. L. 1899; asst Cleve-
land p. l. D 99-Ap 00, S 00-date; mem A L A
- 363 Wyer, Malcolm Glenn** L S 1901-date
Excelsior Minn; Minnesota univ, B. A. 1899, M. L. 1901; asst Min-
nesota univ lib S 00-Je 01; mem A L A, at mtg or

SUMMARIES

Statistics of summer course students not included

Chronologic table 7 May 1883 6 May 1902

- 1883
 7 May Plan for school submitted to trustees of Columbia university
 16 Aug Appointment of first A. L. A. committee on library school
 1884
 5 May Trustees passed resolutions establishing Columbia college school of library economy
 1887
 5 Jan School opened for a 3 months course, which was extended to 4 months
 10 Nov Second year opened; two years course established
 1888
 1 Oct Course lengthened to full college year
 1889
 10 Jan Regents of University of the State of New York approved director's plan for library training and agreed with trustees of Columbia university to adopt its school
 1 Ap Transferred to Albany and made state school under name New York state library school
 10 Ap First session opened in state library
 8 May Library school committee made standing committee of A. L. A.
 29 Oct First entrance examination
 1890
 9 June First library examination by University of the State of New York, for which passcards were issued
 1891
 12 Feb Regents raised entrance requirements and established 3 degrees in library science: B. L. S., M. L. S. and D. L. S.
 For summary of requirements in 1891 see Library school bulletin 1, p. 7-8, 42-43.
 8 July First degrees and diplomas conferred by Chanc. George William Curtis

1892

- 7 July Harriot H. Sexton prize of \$100 awarded for best thesis written by a woman student of the school on local public libraries and university extension

1893

- Dec A. L. A. comparative library exhibit, prepared by library school for World's Columbian exposition 1893, added to library school collections
- 29 Dec Instructor's passcard required for completion of each subject

1896

- 2 June First lectures in alumni lectureship series
- 23 June Only those likely to render important service to library profession to be received for senior year
- 7 July First summer course; 5 weeks session

1897

- Feb Removal of school to southwest pavilion, fifth floor of capitol

Dec Issue of register of students 1887-96

1898

- 6 Jan Honor students from other library schools admitted to senior year on certificate of faculty
- 12 Oct Elective system introduced into senior course

1899

- 4 May Annual report of state school (for 1898) first published separately
- 23 May Summer course extended from 5 to 6 weeks

1900

- 4 Ap Removal of school from southwest to northwest pavilion of capitol
- 24 May Degree of B. L. S. opened to any holder of Columbia certificate meeting library school requirements
- See p. 7.
- 4 June New York, Pratt, Drexel and Illinois library schools reunion in New York state library
- 10 Dec A. L. A. exhibit, prepared by New York state library for Paris exposition 1900, added to library school collections

1901

- 19 Dec Fees for two years course increased from \$80 to \$100 for residents of New York and from \$100 to \$150 for non-residents

1902

- 1 Mar Admission to two years course limited to graduates of registered colleges
- 2 May Beginning with class of 1902 all graduates of registered colleges who complete two years course to receive degree B. L. S.

Residence of students. Of the 363 students matriculated in the school since Jan. 5, 1887, as shown by the following table, 118 were residents of New York, 234 were from 23 other states and 1 from the District of Columbia, 3 from England, 2 from Nova Scotia and 1 each from Australia, Germany, Holland, Norway and Sweden.

Residence of students before entrance 5 Jan. 1887—31 Dec. 1901

STATES AND COUNTRIES		STUDENTS BY CLASSES																	Total from each state
		'88	'89	'90	'91	'92	'93	'94	'95	'96	'97	'98	'99	'00	'01	'02	'03		
California		1					1						1		1	3	1	8	
Connecticut		1	1	1		2		1			3	1		2	1		14		
District of Columbia											1						1		
Illinois		1	2		1	2	4	3				1	2	3		1	20		
Indiana		1	1			1	1							1			6		
Iowa				1	1										2		4		
Kansas				1					1							1	4		
Maine		1	1				1	1			1				2	2	10		
Maryland						1							1				1		
Massachusetts		5	8	4	3	2	2	1	5	6	4	2	1	3	6	7	7	66	
Michigan					3		1	2				1	1			1	1	10	
Minnesota									1								1	3	
Missouri		1	1	1	1				1				1			1	6		
Nebraska						1	1	1				1		2	1	2	9		
New Hampshire			1			1	1										4		
New Jersey		1	2	3		1				1				1			9		
New York		7	4	9	5	5	8	6	5	7	11	5	6	11	10	10	118		
Ohio		1				1	1		3	1		1	1	5	2	3	23		
Oklahoma																	1		
Pennsylvania									1	1	1		1	2	1		1	12	
Rhode Island				2		2			1	1	1	2					9		
Tennessee			1	1			1										1		
Texas																	1		
Utah																	6		
Vermont									1	1		1		2		2	6		
Wisconsin		1												2	2		5		
Australia													1				1		
England									1	1							3		
Germany		1	1														1		
Holland													1				1		
Norway																	1		
Nova Scotia												1					1		
Sweden									1								2		
Total in each class		22	22	23	14	19	23	15	21	19	22	18	17	34	31	34	29	361	

Preliminary education. Of 363 students matriculated in classes of 1888-1903, 196 hold degrees and 57 have taken partial college courses; i. e. 253 students, or more than two thirds the whole number matriculated, have had full or partial college courses. The proportion of college graduates in each class has increased so constantly that the faculty have voted to advise all new applicants that from Mar. 1, 1902, only graduates of colleges, registered by the regents in the college department as giving creditable courses, will be eligible for admission to the library school, thus formally making it a graduate school.

Among 253 students who have had college work, 87 colleges are represented, Wellesley leading with 27, followed by Smith with 22, Vassar 18, Cornell and Harvard 17 each, Mt Holyoke 13, Michigan 12, Nebraska 8, Chicago and Northwestern 7 each, Syracuse 6, Stanford 5, Alfred (N. Y.), Brown, Bryn Mawr, Oberlin, Radcliffe and Yale 4 each, Adelbert, Bowdoin, Colgate, Rochester, Swarthmore, Wisconsin and Woman's college of Baltimore 3 each. The 62 other colleges including Dalhousie college (Halifax), Newnham college (Cambridge), Heidelberg university and Kongelige Norske Frederiks universitet, Kristiania, have each had one or two representatives.

Preliminary education of students 5 Jan. 1887-31 Dec. 1901

CLASSES	Students	Number holding college degrees	No degrees but having one or more years in college	High school graduates whose advanced work was done outside college
1888.....	22	6	4	12
1889.....	22	6	5	11
1890.....	23	6	4	13
1891.....	14	4	3	7
1892.....	19	6	2	11
1893.....	23	5	5	13
1894.....	15	7	2	6
1895.....	21	9	3	9
1896.....	19	5	7	7
1897.....	22	13	3	6
1898.....	18	11	5	2
1899.....	17	10	1	6
1900.....	34	25	4	5
1901.....	31	28	2	1
1902.....	34	31	3	0
1903.....	29	24	4	1
Total	363	196	57	110

Credentials. Of the total 363 students matriculated, 23 completed the course at Columbia university library, and are counted graduates of the school; 77 hold a diploma from the New York state library school, including two who also completed the course at Columbia university library. Of these 77, 31 have received the degree B. L. S. Besides these, 87 others hold the first year certificate.

Of the total of 98 graduates, 18 are men and 80 women.

Total credentials issued 1 Aug. 1890a-30 Ap. 1902

Many of the passcards and one degree were issued to persons not matriculated in the school

YEAR	Examination pass-cards	Teachers pass-cards	First year certificates	First year certificates with honor	Diplomas	Diplomas with honor	Degrees
1890	173	6	4
1891	270	3	2	6	4	4
1892	259	13	3	2	1	5
1893	236	1	3	3	2
1894	296	8	2	3	1
1895	367	131	12	6	5	3	2
1896	349	215	6	4	3	2
1897	354	284	4	1	5	1	1
1898	369	173	8	6	3	2
1899	392	323	16	14	3	1	4
1900	471	370	9	11	1	4
1901	434	427	9	13	6
1902	190	194	1
Total	4 160	2 117	95	69	35	11	32

a No credentials were issued before this date.

Graduates who completed course at Columbia university library

Baldwin, Elizabeth G.	*Marsee, Isabella Rebecca (Mrs Albert Lupton)
Browne, Nina Eliza	Medlicott, Mary
Clarke, Edith Emily	Miller, Eulora (Mrs Rufus Platt Jennings)
Cole, George Watson	Palmer, Henrietta Raymer
*Cutler, Louisa Salome	Patten, Frank Chauncy
*Denio, Lilian	Plummer, Mary Wright
Fernald, Harriet Converse (Mrs John Alvin Pierce)	Prescott, Harriet Beardslee
Godfrey, Lydia Boker	Seymour, May
Hopson, Ema Katherine (Mrs Howard Owen Sprogle)	Underhill, Caroline Melvin
Jackson, Annie Brown	Ward, Ama Howard
Jones, Ada Alice	Wire, George E.
	Woodworth, Florence

Graduates of New York state library school

Date following name is that of class to which graduate belongs.

Ames, Anne Seymour, '97
Andrews, Elisabeth Parkhill, '97, with honor
Avery, Myrtila, '95, B. L. S.
Bailey, Arthur Low, '98, B. L. S.
Biscoe, Ellen Dodge, '96
Borden, Fanny, '00, B. L. S.
Bowerman, George Franklin, '95, B. L. S.
Brown, Edna Adelaide, '98, B. L. S.
Browne, Nina Eliza, '89, B. L. S.
Bullock, Edna Dean, '94
Bullock, Waller Irene, '92
Bunnell, Ada, '91, B. L. S.
Burdick, Esther Elizabeth, '90
Burns, William Savage, '91, B. L. S.
Cattell, Sarah Ware, '90, with honor
Champlin, George Greenman, '95
Christman, Jenny Lind, '93, B. L. S.
Church, Henrietta, '93
Cone, Jessica Gardiner, '95
Curtis, Florence Rising, '96
Davis, Mary Louise, '92, with honor
Denio, Herbert Williams, '94
Eastman, William Reed, '92, B. L. S.
Ellis, Mary, '92
Flagg, Charles Allcott, '97, B. L. S.
Foote, Elizabeth Louisa, '92, B. L. S.
Forsyth, Walter Greenwood, '93
Garvin, Éthel, '98
Guggenheimer, Aimée, '99, B. L. S.
Hall, Drew Bert, '01, B. L. S.
Harrison, Joseph Le Roy, '93, B. L. S.
Harvey, Elizabeth, '90
Hawes, Clara Sikes, '94
Hawley, Mary Elizabeth, '93
Hunt, Clara Whitehill, '98, with honor
Hyatt, Bertha Evelyn, '99, B. L. S.
Jones, Mary Letitia, '92, B. L. S.

- Kroeger, Alice Bertha, '91, with honor
 Langworthy, Louise (*Mrs William Stebbins Gage*) '97
 Leonard, Grace Fisher, '95, with honor
 Lord, Isabel Ely, '97, B. L. S.
 *Macky, Bessie Rutherford, '92, B. L. S.
 Middleton, Jean Young, '91
 Miersch, Ella Emilie, '99
 Morse, Anna Louise, '97
 Mudge, Isadore Gilbert, '00, B. L. S.
 Newman, Alice (*Mrs Martin Theobald Nachtmann*) '95
 Olcott, Frances Jenkins, '96
 Paine, Florence Augusta, '00, B. L. S.
 Plympton, Charles William, '91, with honor
 Pond, Nancy May, '96, B. L. S.
 Rathbone, Josephine Adams, '93, B. L. S.
 *Rice, Helen Ware, '93
 Robbins, Mary Esther, '92
 Rombauer, Bertha Emilie, '99
 Saxton, Ida Louise (*Mrs Albert Henry Wilcox*) '00, B. L. S.
 Sharp, Katharine Lucinda, '92, B. L. S.
 Shaw, Robert Kendall, '99, B. L. S.
 Sheldon, Helen Griswold, '93
 Silliman, Helen Cornwell, '95
 Smith, Bessie Sargeant, '97
 Sperry, Helen, '94, with honor
 Stanley, Harriet Howard, '95, with honor
 Sutermeister, Louise Mathilde (*Mrs Silas Charles Delap*) '90
 Sutliff, Mary Louisa, '93
 Swayze, Mary Camilla, '89
 Temple, Mabel, '90
 Thorne, Elisabeth Gertrude, '97
 Waterman, Lucy Dwight, '97
 Wheeler, Martha Thorne, '91, with honor
 Williams, Hugh, '98, B. L. S.
 Williams, Mary Floyd, '99, B. L. S.
 Wilson, Minnie Cornwell (*Mrs George Albert Cragin*) '95, with honor
 Windeyer, Margaret, '99
 Woodworth, Florence, '88, B. L. S.

Wyer, James Ingersoll, jr, '98, B. L. S.

Yust, William Frederick, '01, B. L. S.

Positions. From Jan. 5, 1887, through Dec. 31, 1901, students have filled 409 positions in New York and 495 in 29 other states, 28 in the District of Columbia and 6 in 4 foreign countries, making a total of 938 positions. Of the 21 positions now filled by library school students in Washington 12 are appointments in the Library of congress.

Positions filled in different states and countries 5 Jan. 1887-31 Dec. 1901

California	7	Michigan	12	Tennessee	7
Connecticut	40	Minnesota	1	Vermont	11
Delaware	5	Missouri	10	Virginia	3
District of Columbia	28	Montana	3	Washington	1
Georgia	2	Nebraska	13	West Virginia	1
Illinois	66	New Hampshire	7	Wisconsin	16
Indiana	8	New Jersey	27	Australia	1
Iowa	13	New York	409	Canada	2
Kansas	2	North Carolina	1	France	2
Kentucky	1	Ohio	19	Scotland	1
Maine	12	Pennsylvania	70		
Maryland	2	Rhode Island	18	Total	938
Massachusetts	117				

Of the 76 men and 287 women who have matriculated in the school, 14 have died and 98 others have withdrawn on account of ill health or family reasons, are engaged in other work or are unemployed including 28 women who have married. This gives a total of 112 who, for various reasons, are not in library work.

Of the 363 matriculates, 45 are not recorded as employed in library work since their connection with the school, omitting those belonging to the present junior and senior classes. Of these, 8 have married, 5 have died, 11 are engaged in other work, 8 withdrew on account of ill health or for family reasons. Thus only 13 of those who might be expected to be engaged in actual library work, or a little more than 3% of the whole number matriculated, are not on our record as having accepted positions.

Graduation bibliographies. For convenience of reference the complete list of graduation bibliographies which follows is divided into three groups: 1) printed in bibliography bulletins; 2) printed elsewhere; 3) manuscript. Of the 33 bulletins in the bibliography series issued by the state library 24 are graduation bibliographies.

The students in choosing subjects and the faculty in approving

them try to secure those which will be of practical value. Those not in print are lent in manuscript when specially needed; e. g. the bibliography on municipal government has been sent to Providence, Chicago, Stanford university, New York and Philadelphia, for temporary use of persons wishing to consult it. The school is glad to receive suggestions from librarians, teachers, leaders of clubs, or specialists, as to subjects for which they wish bibliographies or reading lists.

BIBLIOGRAPHIES AND READING LISTS

Printed in New York state library bibliography bulletins

Arranged by series number.

- 2-4 Colonial New England: reading list. Mrs M. C. (Wilson) Cragin, '95; Travel in North America: reading list. C. W. Plympton, '91; History of the 17th century: reading list. G.. F. Leonard, '95. *10c.*
- 6-8 Japan: reading list. H.. K. Gay, '95; Venice: reading list. Helen Sperry, '94; Out-of-door books: reading list. H. H. Stanley, '95. *10c.*
- 9-11 Netherlands: reading list. E.. G. Thorne, '97; Renaissance art of the 15th and 16th centuries: reading list. A. S. Ames & E.. P. Andrews, '97; History of latter half of 15th century: reading list. Etheldred Abbot, '97. *15c.*
- 13 Fairy tales for children: select. F. J. Olcott, '96. *5c.*
- 14 Index to subject bibliographies in library bulletins to Dec. 31, 1897. Mrs Alice (Newman) Nachtmann, '95. *10c.*
- 15-17 Russia: reading list. A.. L. Morse, '97; Illustrative material for nature study in primary schools. C. W. Hunt, '98; Biography of musicians; in English. A. L. Bailey, '98. *Out of print.*
- 19 College libraries in the United States. Hugh Williams, '98. *10c.*
- 20 House decoration and furnishing: reading list. E. E. Miersch, '99. *5c.*
- 22 Domestic economy; in English. R. K. Shaw, '99. *15c.*
- 24 New York colonial history. C: A. Flagg & J. T. Jennings, '97. *35c.*
- 25 China and the Far East, 1889 99. Margaret Windeyer, '99. *20c.*

26. Fröbel and the kindergarten. Aimée Guggenheimer, '99;
 27 Reading list for children's librarians. M.. F. Williams,
 '99 & B. M. Brown, '00. 15c.

No. 27, separately, 5c.

- 28 Maine local history: reference list. D. B. Hall, '01. 20c.
 31 Monopolies and trusts in America, 1895-99. Fanny Borden,
 '00. 10c.
 32 Biography for young people: select. B. E. Hyatt, '99. 15c.

**Printed elsewhere than in New York state library bibliography
 bulletins**

Arranged by Decimal classification

- 012 Justin Winsor. W: F: Yust, '01
 In press as *Bibliographical contributions* 54 of Harvard uni-
 versity library.
- 016.021 Libraries and popular education: select. F: W: Ash-
 ley, '00
 In H. B. Adams's *Public libraries and popular education*, 1900,
 p. 239-64. Prof. Adams's work is published as *Home educa-
 tion bulletin* 31, price 40c.
- 016.28 Religious denominations of the United States: select.
 G: F. Bowerman, '95
 Published by Cathedral library association, N. Y. 1896, 75c.
- 016.36 Scientific study of philanthropy. I. E. Lord, '97
 In *American journal of sociology*, Jan. 1898, 3:566-76. Reprint
 25c.
- 016.3746 Select bibliography. F: W: Ashley, '00
 References on "Chautauqua," "Summer schools" and
 "University extension" in H. B. Adams's monograph,
 "Summer schools and university extension" in N: M.
 Butler's *Monographs on education in the United States*, 1900,
 2: 857-64; also in Prof. Adams's chapter, "Educational ex-
 tension in the United States" in v. 1 of the report of the
 commissioner of the United States bureau of education for
 1899-1900, p. 311-13, 319-20, 325.
- 016.907 Study and teaching of history. J. I. Wyer jr, '98
 Reprinted from v.1 of the annual report of American histor-
 ical association for 1899, p. 559-612.
- 016.914 Books to read before going to Europe: reading list.
 S.. W. Cattell, '90
 In *Book news*, July 1890, 8: 393-95.
- 016.9174753 The Adirondacks. C. A. Sherrill, '98
 In 4th report (1898) of N. Y. state fisheries, game and forest
 commission, p. 423-41.
- 811.49 Cap and gown; some college verse. J. L. Harrison, '93
 Published by Knight, Bost. 1893, \$1.25.

MANUSCRIPT BIBLIOGRAPHIES

Arranged by Decimal classification

- 012 Phillips Brooks. G: W. C. Stockwell, '95
- 012 Hawthorne. N. E. Browne, '89
- 012 Ben Jonson. Mrs M.. L. (Wellman) Loomis, '90
- 012 Charles Kingsley. E. E.. Burdick, '90
- 012 Poems on Lincoln, Grant, Sherman and Sheridan.
M.. L.. Sutliff, '93
- 012 John Lothrop Motley, 1814-77. M.. E. Robbins, '92
- 012 Robert Louis Stevenson. E. S. Wilson, '98
- 012 Charles Sumner. H. W. Denio, '94
- 012 Bayard Taylor, 1825-78. W: S. Burns, '91
- 012 John Wesley. E.. L.. Foote, '92
- 013 Members of the A. L. A. H.. C. Silliman, '95
- 016.0285 Lists of books for children. J. Y. Middleton, '91
- 016.2217 Higher criticism of the Old testament: select. W: R.
Eastman, '92
- 016.246 Christian art: select. M.. L. Davis, '92
- 016.27 Church history: reading list. Elizabeth Harvey, '90
- 016.33185 Clubs for boys and working girls. J. D. Fellows, '97
- 016.33622 Single tax. Ethel Garvin, '98
To be printed as New York state library bibliography
bulletin.
- 016.339 Tramps and vagrants. L. D. Waterman, '97
- 016.352073 Municipal government. M.. L. Jones, '92; J. A. Rath-
bone, '93; E. D. Biscoe, '96
- 016.3520747 Politics and party government in New York city.
I. G. Mudge, '00
- 016.361 New philanthropy: reading list. H.. G. Sheldon, '93
- 016.376 Education of women. M.. E.. Hawley, '93
- 016.37813 Consolidated index to university extension periodicals.
Myrtilla Avery, '95
- 016.3982 English works on King Arthur and the Round Table.
F. R. Curtis, '96
- 016.613 Household economics; including government docu-
ments. S. W. Vought, '01
- 016.7 Art of the 17th century: reading list. N.. M. Pond, '96
- 016.7266 Some famous cathedrals: reading list. Mrs L. M.
(Sutermeister) Delap, '90
- 016.75 Ten popular paintings: reading list. Ada Bunnell, '91

- 016.77 Photography, 1880-98. E. A. Brown, '98
- 016.7822 Works in English relating to the Wagnerian music drama; including translations and magazine articles. A. N. Hays, '01
To be printed as New York state library bibliography bulletin.
- 016.792 Greek and Latin plays produced by schools, colleges and universities in the United States: reference list. G: G. Champlin, '95
- 016.796 Cycling. Mrs Louise (Langworthy) Gage, '97
- 016.799 Angling, 1883-93. Henrietta Church, '93
- 016.811 Minor American poetry, 1860-97: select. B. S. Smith, '97
- 016.82 English literature of later 18th century: select. M.. C. Swayze, '89
- 016.823 Fiction for girls: select. A. B. Kroeger, '91
- 016.89173 Russian realists. F. A. Paine, '00
To be printed as New York state library bibliography bulletin.
- 016.91 Graded list of history and travel prepared in the Lincoln (Neb.) public library for the use of the Lincoln public schools. E. D. Bullock, '94
- 016.916 English and American explorations in Africa since 1824; including some by other nations: select. H.. W. Rice, '93
- 016.91747 Literature relating to the Hudson river. M. T. Wheeler, '91
- 016.9178 Travels west of the Mississippi prior to 1855; a partial bibliography of printed personal narratives. K. L. Sharp, '92
Under revision for printing as New York state library bibliography bulletin.
- 016.92 200 books in biography for popular library: select. Mabel Temple, '90
- 016.9207 Josephine and the women of her time. Mary Ellis, '92
- 016.9407 History of the 16th century: reading list. Mrs I. L. (Saxton) Wilcox, '00
To be printed as New York state library bibliography bulletin.
- 016.94144 Edinburgh: reading list. W. G. Forsyth, '93
- 016.9737478 Missouri in the civil war. B. E. Rombauer, '99

- 016.9752 Maryland; colonial and revolutionary history. W. I. Bullock, '92
- 020.5 Consolidated classified index to the Library journal, v. 1-12. B. R. Macky, '92; J. L. Christman, '93; C. S. Hawes, '94; J. G. Cone, '95

Graduation theses. The following is a complete list of theses presented:

- 016.8 The librarian and modern literature; with a suggested course of reading in preparation for the library school. I. E. Lord, '97
- 016.8 The librarian and standard literature; with a suggested course of reading in preparation for the library school. L. D. Waterman, '97 & Mrs Alice (Newman) Nachtman, '95
- 020 How to make the most of a small library. Lilian Denio, '88
Printed in *Library notes*, Mar. 1889, 3:469-74.
- 020.6 State and local library associations. N.. M. Pond, '96
- 020.7 Library instruction in colleges. Hugh Williams, '98
- 021.1 How to make public libraries useful. C: W: Plympton, '91
- 021.1 Local public libraries and their connection with university extension. M.. L. Davis, '92
- 021.1 Local public libraries and their relation to university extension. W: R. Eastman, '92
- 021.1 Local public libraries and their relation to university extension. K. L. Sharp, '92
Printed in *Extension bulletin 4* of University of the State of New York.
- 021.1 Local public libraries and their relations to university extension. Mary Ellis, '92
- 021.1 The people's college; local public libraries and their relations to university extension. E.. L.. Foote, '92
- 021.2 The library as an educator. A. A. Jones, '88
Printed in *Library notes*, July 1892, 3:367-79.
- 021.3 The teacher's attitude towards the library and the joint task of the library and the school. F. D. Bullock, '94
- 021.6 How we started the Raumsberg library. Mrs I. L. (Saxton) Wilcox, '00
- 021.7 Library advertising. G: G. Champlin, '95

- 022 Suggestions on library architecture. M.. F. Williams, '99
Printed without the reading list and illustrations which accompany the original, in *Public libraries*, July 1901, 6:385-87.
- 023 Variety of work vs specialization for assistants in large libraries. Elizabeth Harvey, '90
- 023.4 Knowledge of languages necessary to a librarian. M.. C. Swayze, '89
- 023.4 The librarian's duty in the direction of self-culture. W. G. Forsyth, '93
- 023.4 Manual of technical library terms, in various languages. M.. E.. Hawley, '93
- 023.4 Qualifications essential to success in librarianship. G: W. Cole, '88
- 023.5 Lay assistance in libraries. J. A. Rathbone, '93
- 024 Comparative library rules. W. I. Bullock, '92
- 024.1 Age limit in public libraries. A. B. Kroeger, '91
Printed in *Library notes*, July 1892, 3: 386-90.
- 024.4 The librarian's relations to his readers. Mrs Eulora (Miller) Jennings, '88
Printed in *Library notes*, July 1892, 3: 379-85.
- 024.5 Access to the shelves. W: S. Burns, '91
- 024.5 How to keep the library quiet. F. J. Olcott, '96
- 025 How I would reorganize the X library. Mrs L. M. (Sutermeister) Delap, '90
- 025.1 Analysis of a library bulletin. F. R. Curtis, '96
- 025.1 Library statistics. Mabel Temple, '90
- 025.2 Duplicates. C: A. Flagg, '97
- 025.2 Laws governing selection of books; illustrating by Quo vadis. A. L. Bailey, '98
- 025.2 Some principles of book selection; illustrating by Farthest north. J. I. Wyer jr, '98
- 025.3 Advantages and disadvantages of the classed catalogue. Mrs Louise (Langworthy) Gage, '97
- 025.3 Card catalogs. Mrs H. C. (Fernald) Pierce, '88
- 025.3 Cost of card and printed catalogues. H. W. Denio, '94
- 025.3 Some famous catalog rules. H.. W. Rice, '93
- 025.4 Principles of classification. G.. F. Leonard, '95

- 025.4 Value of a classified arrangement of books to trustees, librarian and readers. J. L. Christman, '93
- 025.5 Library bulletins. M.. E. Robbins, '92
- 025.5 Reference work. J. T. Jennings, '97
- 025.5 Reference work in popular libraries. Helen Sperry, '94
- 025.5 Two essays in librarianship: Reference librarian; Selection of books. G: F. Bowerman, '95
- 025.5 Which is more useful, the reference librarian or the catalogue? H.. C. Silliman, '95
- 025.6 Some charging systems. E.. S. Loveland, '95
- 025.8 Alphabetical list of the towns and counties of the New England and the Middle Atlantic states; with the shortest Cutter order number which can be assigned to each. Ethel Garvin, '98
- 025.8 Book numbers. May Seymour, '88
Printed in *Library notes*, Oct. 1893, v. 3, no. 11, p. 417-50.
- 025.8 Shelflists. N. E. Browne, '89
- 026 Music and collections of art photographs in public libraries. A. B. Jackson, '88
Printed in *Library notes*, Mar. 1889, 3:463-69.
- 026.7 Collections of art books in the United States. Mrs M.. L. (Wellman) Loomis, '90
- 026.77 Photographs in libraries. H.. G. Sheldon, '93
- 026.77 The use of the picture in library work. E. M. Sander-son, '01
- 026.78 Music in libraries. B. S. Smith, '97
- 027 The library renaissance. M.. W. Plummer, '88
- 027.042 Free public library movement in England. W: F: Yust, '01
- 027.073 Public library movement in the United States. J. L. Harrison, '93
Printed in *New England magazine*, Aug. 1894, 10:709-22.
- 027.0741 Public library growth in Maine. D. B. Hall, '01
- 027.074723 Library situation in Brooklyn. E. E. Miersch, '99
- 027.07526 Library conditions of Baltimore. Aimée Guggenheimer, '99
- 027.0778 St Louis libraries. B. E. Rombauer, '99
- 027.1 Private libraries. Henrietta Church, '93
- 027.4744 Discussion of some questions suggested by the public library at Southbridge Mass. H. H. Stanley, '95

- 027.4744 Memorial Hall library. J. Y. Middleton, '91
 027.4746 The Norfolk (Ct.) library. S.. W. Cattell, '90
 027.4747 The library of district no. 11. E. E.. Burdick, '90
 027.4747 New York public library; its past history and future development. H.. K. Gay, '95
 027.5 The state library in relation to its public. B. R. Macky, '92
 027.6 A library in a rural community. A.. R. Phelps, '01
 027.6 Some types of special libraries. Ada Bunnell, '91
 027.6 Traveling libraries. C. S. Hawes, '94
 027.7 Some problems confronting a college librarian. M.. L. Jones, '92
 027.8 The Sunday-school library. M. T. Wheeler, '91
 Printed in *Library notes*, July 1892, 3: 391-401.
 028.4 Fiction in libraries, with suggestions for a black list and steppingstone list. E.. P. Andrews, '97
 028.5 Children's reading. E. A. Brown, '98
 028.5 Children's reading. B. E. Hyatt, '99
 028.5 Children's reading lists. M.. L.. Sutliff, '93
 028.5 Children's reading rooms. Mrs M. C. (Wilson) Cragin, '95
 028.5 Ethical influence of nature literature on young children. C. W. Hunt, '98
 028.5 Some American authors of juvenile literature. J. G. Cone, '95
 028.8 Book annotations. M. A. Knight, '00
 028.8 Picture bulletins. I. G. Mudge, '00
 028.9 Debatable land. A. S. Ames, '97
 028.9 Standard literature in the public library. Fanny Borden, '00
 028.9 Steppingstones in fiction and a fiction black list. E. D. Biscoe, '96
 371.91 Problem of reading for the blind. F. A. Paine, '00
 374 Study club programs. R. K. Shaw, '99
 374 Study clubs. Myrtila Avery, '95
 396.502 Librarianship as a profession for women. Margaret Windeyer, '99
 655.173 American publishers. A.. L. Morse, '97
 741 Modern American illustrators. E.. G. Thorne, '97

801 Book reviews from the librarian's standpoint. F. H. Whitmore, '01

808 Some recent translations of literature, biography and travel. Etheldred Abbot, '97

Attendance at A. L. A. The following table is interesting evidence of the vital interest taken by library school students in the work of the American library association. As will be seen from the table, the class of 1889 has the largest average attendance.

N. Y. state library school students at A. L. A. meetings 1887-1901

CLASSES 1888-1903																	
MEETINGS 1887-1901	1888	1889	1890	1891	1892	1893	1894	1895	1896	1897	1898	1899	1900	1901	1902	1903	Total
Thousand Islands 1887.....	6	ai	6
Catskills 1888.....	1	2	3
St Louis 1889.....	3	1	0	ai	4
White Mts 1890.....	8	9	3	3	ai	23
San Francisco 1891..	1	3	2	1	0	7
Lakewood N. J. 1892.....	7	11	15	5	8	8	54
Chicago 1893.....	6	7	4	8	8	7	6	46
Lake Placid 1894....	7	11	5	5	6	5	3	6	ai	48
Denver 1895.....	2	2	2	1	5	1	1	0	0	14
Cleveland 1896....	3	5	0	5	3	4	2	3	1	2	ai	28
Philadelphia 1897..	2	7	5	2	4	4	3	4	0	5	3	ai	39
Lakewood-on-Chautauqua 1898.	4	6	1	6	5	7	4	10	7	11	6	7	ai	74
Atlanta 1899.....	2	6	2	0	4	2	1	2	3	3	1	0	0	26
Montreal 1900.....	5	7	4	4	5	3	1	5	4	5	4	3	3	5	58
Waukesha 1901.....	2	3	1	4	5	3	2	2	0	1	2	5	9	0	0	ai	39
Total attendance.....	59	80	44	44	53	44	23	32	15	27	16	15	12	5	0	469
Average attendance.....	3.93	5.71	3.38	3.61	4.81	4.4	2.55	4	2.14	4.5	3.2	3.75	4	2.5	0
Size of classes...	22	22	23	14	19	23	15	21	19	23	18	17	34	31	34	334

a Prospective members of the class though recorded are not included in the totals.

A. L. A. committees on library training. The following is a list of A. L. A. committees on library training 1887 to date. At 1889 meeting this was made a standing committee.

1887 S. S. Green, W. E. Foster, H. P. James
 1888 No report
 1889 C. A. Cutter, W. E. Foster, S. S. Green
 1890 C. M. Hewins, E. C. Richardson, R. C. Davis
 1891 F. P. Hill, J. N. Larned, E. M. Coe
 1892 M. W. Plummer, W. K. Stetson, G. E. Wire
 1893 W. C. Lane, G. W. Cole, W. A. Bardwell
 1894 G. T. Little, S. W. Cattell, C. H. Garland
 1895 T. L. Montgomery, L. E. Stearns, E. M. Chandler
 1896 C. H. Garland, J. N. Larned, E. G. Browning, A. R. Hasse
 1897 Mrs Theresa (West) Elmendorf, J. N. Larned, H. J. Carr, T. L. Kelso, A. H. Hopkins

- 1898 No committee (a whole session on library schools)
 1899 G. M. Jones
 1900 J. C. Dana, A. R. Hasse, F. M. Crunden
 1901 J. C. Dana, E. C. Doren, E. G. Browning, W. H. Brett, W. E. Foster
 1902 A. E. Bostwick, Susan Randall, S. S. Green, W. H. Brett, J. I. Wyer jr

New York state library school association. This association was organized at the Lake Placid (N. Y.) meeting of the American library association in 1894 with 30 members. It now numbers 189, having more than doubled its membership in the past year. Members of the association are indicated by superior "a" preceding names in class lists in the register, thus giving a list of members of the association, by classes. For constitution of the association see its Handbook, 1902 or Library school handbook, 1901, p. 406.

The following is a complete list of the lectures of the alumni course supported by the association:

YEAR AND LECTURER	POSITION	NO. LEC.	SUBJECTS
1 1896 William Howard Brett M.A.	Cleveland (O.) public librarian	3	Librarianship. Cleve- land public library. History
1897 Frederick Morgan Crun- den M.A.	St Louis (Mo.) public librarian	0	Withdrew at a late hour on account of ill health
2 1898 Herbert Putnam B.A. Lit.D.	Librarian of con- gress	2	Library buildings; evening lecture, illus- trated. Administration of Boston public li- brary
3 1899 Frank Avery Hutchins	Sec. Wisconsin free library commission	3	Work of the Wisconsin free library commis- sion
4 1901 Ernest Cushing Richard- son M.A. Ph. D	Librarian Princeton university	2	Classification theoretical and practical: the order of sciences; the classification of books. 14+248p. D. N. Y. 1901. Scribner \$1.25 net.
5 1902 Clement Walker Andrews M.A.	Librarian John Cre- rar library, Chi- cago	3	Guides to scientific literature

Necrology 5 Jan. 1887-31 Dec. 1901

Class	Name	Date
1888	Kate Bonnell	7 S 90
	Harriet P. Burgess	7 F 96
	Lilian Denio	1 Je 01
	Harriet Sherman Griswold	2 F 89
1889	Louisa Salome Cutler	2 Ag 95
	August Knapp	22 My 00
	Mrs Isabella Rebecca (Marsee) Lupton	22 S 95
1890	Mrs Rhoda Jeanette Trask	5 Je 90
1892	Bessie Rutherford Macky	4 Ap 96
1893	Bessie Baker	28 O 99
	Rose Ewell Reynolds	10 S 93
	Helen Ware Rice	28 N 97
1894	Daniel Oswald Vandersluis	10 Mr 94
1900	Nellie Abigail Phellis	14 N 99

SUMMER COURSE

This list covers the first five sessions of the summer course, July 1896-July 1901 and includes 104 students. For full account of the summer course see Library school handbook, 1901, p. 408. Names are followed by record of college connection, position held by student, or residence on entering course and number of weeks in attendance if less than the full course. "*Partial work*" following an entry indicates that the student did only part of the work for the time he was present.

Session of 1896 7 July-10 Aug.

- 1 Bartlett, Louise Leffingwell; In St Johnsbury (Vt) Athenaeum
- 2 Blodgett, Helen M. In Yonkers (N Y) p. 1.
- 3 Busck, Amalie; In N Y state pathological inst, New York
- 4 Clark, Emma Kirkland; In Elmira (N Y) col 4 weeks
- 5 Corwin, Belle; general asst New York univ lib
- 6 Craven, Jeannette; asst Sacred Heart academy lib, Albany N Y
- 7 Cummings, Alice Twiss; ctlgr Hartford (Ct) p. 1.
- 8 Dowler, Luella Clara; 1st asst James Prendergast f. l. Jamestown N Y
- 9 Dowling, Mrs Katherine Josephine (Sharpe); In Central lib, Rochester N Y
- 10 Goodrich, Mary Eugenia; In New Britain (Ct) state normal sch
- 11 Herron, Leonora Epes; In Hampton (Va) normal and agric inst

- 12 MacDonald, Anna Addams; asst Pennsylvania state col lib,
State College Pa
- 13 McNeill, Anna Douglas; Albany N Y
- 14 Miller, Anna Battelle; asst St Agnes f. l. New York *4 weeks*
- 15 Newell, Margaret Farrington; in Talcott lib, Northfield (Mass)
sem
- 16 Nichols, Sarah Bass; in Calais (Me) f. l.
- 17 Nutting, George Edward; 1st asst Fitchburg (Mass) p. l.
- 18 Onuf, Marie; archivist N Y state pathological inst, New York
- 19 Staude, Clara Edith; in Troy (N Y) children's neighborhood lib
- 20 Swan, Elizabeth Day; in Purdue univ, Lafayette Ind
- 21 Wood, Ella Sites; in Lancaster (Mass) town lib

Session of 1898 30 May-1 July

- 22 Boardman, Alice; asst in Ohio state lib
- 23 Bragg, Josephine Tyler; asst Worcester (Mass) f. p. l.
- 24 Calloway, Mrs Lettie (Nolen); in Tuskegee (Ala) inst
- 25 Duckworth, Jessamine Ethel; Worcester Mass
- 26 Farley, Caroline A. in Radcliffe col
- 27 Henry, Laura Bell; asst in Johnstown (N Y) p. l.
- 28 Hewitt, Edna; asst Mt Vernon (N Y) p. l.
- 29 Hoagland, Merica; Vassar 1875-76; sec lib com Fort Wayne
(Ind) p. l.
- 30 Horton, Mary Augusta; in Katonah (N Y) village improvement
assn
- 31 Hutchins, Frank Waldo; ctgr Ogdensburg (N Y) p. l.
- 32 Lapham, Alice Maud; Brooklyn; Smith 1885-86; Michigan
univ 1886-87, F 93-Je 94; L S 1891-92 *Partial work*
- 33 Murray, Julia Frances; Wallingford Pa *4 weeks*
- 34 Palmer, Jessie May; Alfred (N Y) univ 1897-98; asst Alfred
univ lib
- 35 Poole, Marie Brooks; New York
- 36 Thornburg, Jennie; Cornell B. L. 1893; asst Cornell univ lib

Session of 1899 23 May-3 July

- 37 Biddle, Harriet; Boston univ, B. A. 1882; asst Boston soc of
natural hist *4 weeks*
- 38 Boardman, Esther Elizabeth; in Hendrick Hudson f. l. Hudson
N Y
- 39 Brower, Jane; in Albany (N Y) f. l.

- 40 Candage, Phebe Teresa; asst Brookline (Mass) p. l.
- 41 Carpenter, Florence Russell; in Union settlement, New York
5 weeks
- 42 Fitzgerald, Eva Mary; ex-asst Ind state lib 4 weeks
- 43 Girton, Jennie; asst Waterloo (Ia) f. p. l. 4 weeks
- 44 Hartmann, Lilla Henrietta; Cincinnati univ, B. L. 1897; asst
Cincinnati univ lib
- 45 Johnson, Kate Peninnah; asst John Crerar lib, Chicago
- 46 Lounsbury, Henrietta; L S 1891-92; indexer and ctlgr Hudson
River state hospital, Poughkeepsie N Y *Partial work*
- 47 McGahan, Julia Frances; in Troy (N Y) high sch
- 48 Martin, Mary Parthenia; in Canton (O) p. l. assn
- 49 Mercer, Martha; in Mansfield (O) memorial lib assn
- 50 Merchant, Rena; Saratoga Springs (N Y) pub ln
- 51 Meyer, Aida Elizabeth; asst Erie (Pa) p. l.
- 52 Nelson, Peter; Union B. A. 1898; acting ln Union univ
- 53 Skinner, Elizabeth Marshall; asst Bayridge branch, Brooklyn
p. l.
- 54 Torrey, Clarence Almon; Cornell col (Mt Vernon Ia) Ph. B.
1890; Chicago univ 1892-93; inspector Chicago univ depart-
mental libraries
- 55 Van O'Linda, Mary Guest; Watervliet N Y
- 56 Yust, William Frederick; Central Wesleyan (Warrenton Mo)
B. A. 1893, M. A. 1898; Chicago univ 1894-99; asst Chicago
univ lib

Session of 1900 31 May-11 July

- 57 Allen, Jessie; asst Indianapolis p. l. *Partial work*
- 58 Arrison, Mary Amanda; in Oxford (N Y) mem lib
- 59 Belding, Mrs Ellinor (Frost); asst Adriance mem lib, Pough-
keepsie N Y
- 60 Brown, Eurydice Ames; asst Jamestown (N Y) high sch lib
- 61 Burrage, Alice; asst West Newton branch, Newton (Mass) f. l.
- 62 Clark, Mrs Jennie (Coe), (Mrs Howard Russell Moore); in Am-
sterdam (N Y) f. l.
- 63 Cooney, Alice Elizabeth; asst Coxsackie (N Y) high sch lib
- 64 Cummings, Charles Lowden; asst Carnegie lib, Braddock Pa
- 65 Dean, Mary Bunn; asst Amsterdam (N Y) f. l.
- 66 Drury, Francis Keese Wynkoop; Rutgers B. A. 1898; asst
Gardner A. Sage lib, Theol sem, New Brunswick N J

- 67 Dunton, Charlotte Augusta; ex-In North Adams (Mass) p. l.
4 weeks
- 68 Duval, Linda May; Ohio Wesleyan B. L. 1879; asst Ohio Wesleyan univ lib
- 69 Erwin, Mrs Julia (Gazeley); Painesville (O) pub ln
- 70 Evans, George Hill; Dartmouth B. L. 1899; asst Dartmouth col lib
- 71 Freeman, Marilla Waite; Chicago univ, Ph. B. 1897; Michigan City (Ind) pub ln
- 72 Hawkins, Eleanor Elizabeth; asst Buffalo p. l.
- 73 Horton, Antoinette Silkman; asst Katonah (N Y) village improvement assn lib
- 74 Monchow, Carrie Mavis; ln Brooks mem lib, Dunkirk N Y
- 75 Peyma, Charlotte Jetska van; asst Buffalo p. l.
- 76 Piehl, Emma Wilhelmine; asst Patterson lib, Westfield N Y
- 77 Quidor, Emma Jane; ln Palisades (N Y) lib *Partial work*
- 78 Smiley, Annette L. asst Y M C A lib, New York
- 79 Thomas, Anna Belle; asst Reuben McMillan f. l. Youngstown O
- 80 Treder, Oscar Frederick Rudolph; ln St Stephen's col, Annandale N Y *Partial work*
- 81 Wilde, Alice; asst Washington Hights branch, New York p. l.
- 82 Wilkerson, Elizabeth Brinkley; Vassar B. A. 1898; asst Cossitt lib, Memphis Tenn
- 83 Wilkes, Edna Major; Brewster (N Y) pub ln
- 84 Wood, Mildred Cooper; ln Woodland branch, Cleveland p. l.

Session of 1901 31 May-11 July

- 85 Baker, Gertrude Alexander; Mount Vernon (O) pub ln 5 weeks
- 86 Blunt, Florence Tolman; Mt Holyoke col, B. L. 1896, B. A. 1899; asst Haverhill (Mass) p. l.
- 87 Bonté, Frances Storer; asst California univ lib
- 88 Buchwald, Isabella Caroline; asst Cleveland p. l.
- 89 Cochran, Alice Augusta; ln Westchester (Pa) state normal sch
3 weeks
- 90 Crocker, Alice Morgan; charge of periodicals and binding Hartford (Ct) p. l.
- 91 Deighton, Mary Frances; asst West Side branch, Cleveland p. l.

- 92 Dutcher, Marion Flagler; asst Adriance mem lib, Poughkeepsie N Y
- 93 France, Mary Grace; substitute asst In Johnstown (N Y) lib
- 94 Greene, Lavinia Elvira; In, for summer months, Haines Falls (N Y) f. l. *4 weeks. Partial work*
- 95 Gymer, Rose Charter; asst Cleveland p. l.
- 96 Hanna, Augusta Priscilla; asst In Canandaigua (N Y) academy lib *3 weeks*
- 97 Henley, Daisy; Indiana univ 1894; Wisconsin summer sch of lib science 1900; asst In Wabash (Ind) p. l.
- 98 McLachlan, Nancy Caldwell; asst Fort Wayne (Ind) p. l. *4 weeks*
- 99 Marple, Alice; Illinois Wesleyan univ 1880-82; asst Des Moines (Ia) p. l.
- 100 Parker, Bertha W. Des Moines (Ia) col; asst Des Moines p. l.
- 101 Selden, Elisabeth Canfield; 1st asst In Duluth (Minn) p. l.
- 102 Stonehouse, Mary Elizabeth; asst Young men's assn lib, Albany N Y *Partial work*
- 103 Walsh, Augusta Berchman; In Pine Hills branch, Albany (N Y) f. l.
- 104 Wheeler, Jessie F. Vassar B. A. 1882; asst In Mechanicsville (N Y) pub sch lib

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NEW YORK STATE LIBRARY BIBLIOGRAPHY BULLETINS

Except nos. 1, 5, 12, 18, 21, 23, 29, 30, 33 and 34 the following bibliographies have been prepared by students of the New York state library school, on subjects of their own choice, as a condition of graduation.

- 1 Guide to the study of James Abbott McNeill Whistler. 16p. May 1895. *Out of print.*
- 2-4 Colonial New England: Travel in North America; History of the 17th century. 8op. July 1897. *Out of print.*
- 5 Selection of reference books for use of cataloguers in finding full names. 22p. Jan. 1898. *New edition in preparation.*
- 6-8 Japan; Venice; Out-of-door books. 64p. Feb. 1898. 10c.
- 9-11 The Netherlands; Renaissance art of 15th and 16th centuries; History of latter half of 15th century. 128p. Ap. 1898. 15c.
- 12 Best books of 1897. 26p. June 1898. *Out of print.*
- 13 Fairy tales for children. 30p. June 1898. 5c.
- 14 Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. Aug. 1898. 10c.
- 15-17 Russia; Nature study in primary schools; Biography of musicians. 15op. Jan. 1899. *Out of print.*
- 18 Best books of 1898. 28p. May 1899. *Out of print.*
- 19 College libraries in the United States. 52p. Dec. 1899. 10c.
- 20 House decoration and furnishing. 20p. Dec. 1899. 5c.
- 21 Best books of 1899. 28p. May 1900. 5c.
- 22 Domestic economy. 144p. Jan. 1901. 20c.
- 23 Connecticut local history. 114p. Dec. 1900. 15c.
- 24 New York colonial history. 272p. Feb. 1901. 35c.
- 25 China and the Far East. 120p. Mar. 1901. 20c.
- 26-27 Fröbel and the kindergarten; Reading list for children's librarians. 90p. May 1900. 15c.
- Reading list for children's librarians, separately 5c.
- 28 Maine local history. 148p. June 1901. 20c.
- 29 Best books of 1900. 32p. July 1901. 10c.
- 30 Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. 15c.
- First two editions were printed as Extension (Home education) bulletins 14-15.
- Selection of books for reference and general reading. Editions have been carefully chosen with regard to print, paper, editing and cost.
- 31 Monopolies and trusts in America. 36p. Oct. 1901. 10c.
- 32 Biography for young people. 63p. Nov. 1901. 15c.
- 33 French government serials in American libraries. 72p. Jan. 1902. 15c.
- 34 Best books of 1901. *In press.*

LIBRARY SCHOOL BULLETINS

- 1 Handbook 1891-92. 70p. Aug. 1891. *Out of print.*
- 2 Library school register 1887-96. 50p. Jan. 1898. 5c.
- 3 12th annual report of library school 1898. 28p. ll. Ap. 1899. 5c.
- 4 Selected reference books. 70p. Oct. 1899. 10c.
- 5 Selected subject bibliographies. 50p. Nov. 1899. 5c.
- 6 13th annual report of library school 1899. 30p. Dec. 1899. 5c.
- 7 Selected national bibliographies. 34p. May 1900. 5c.
- 8 14th annual report of library school 1900. 36p. Jan. 1901. 5c.
- 9 Handbook of New York state library school, including summer course and library handwriting. 66p. Sep. 1901. 15c.
- 10 15th annual report of library school. 28p. Mar. 1902. 5c.
- 11 Library school register 1887-1901. 80p. June 1902. 15c.

New York State Library School

RELATIONS TO NEW YORK LIBRARY SYSTEM

While the University of the State of New York, incorporated May 1, 1784, is a supervisory and administrative, not a teaching body, the library school is an essential factor in the new work undertaken by the University when reorganized in 1889. By the new University law the regents are made distinctly responsible for the library interests of the state. New York led all the states in caring for that education which can be given to the people at large only through public libraries, by establishing in 1838 the district library system, an example followed by 26 other states.

Careful examination of the causes which led to the decline of the system 15 years later showed clearly that the comparative failure was due to lack of proper administration, and that if the taxpayers' money was to do its full work there must be systematic training in the elements of librarianship for those who were to carry on this important part of educational work. Such training could clearly be best and most economically given, not at a college, but in the state library and in daily communication with the department intrusted with the administrative library work of the state. Thus in the library field the state is repeating its experience with the public schools, from which no satisfactory results could be had, in spite of great appropriations, till normal schools and academic training classes were established to prepare teachers for their work.

To meet this need, the library school which opened at Columbia university Jan. 5, 1887, was transferred Ap. 1, 1889, to the state library at Albany, with its faculty and collections. Since the transfer the school has steadily increased its entrance requirements and the extent, and thoroughness of its teaching.

Admission. Candidates must be graduates of registered colleges, of recognized fitness and character and not less than 20 years of age. They must pass examination in general literature, history and three years work in foreign languages, preferably French and German, unless these subjects have been satisfactorily covered by their college course.

Summer course. An elementary summer course intended for assistants and librarians of the smaller libraries who can not leave their positions for the full course is also given. For those engaged in library work in New York state the summer course is provided without charge as part of the work of the home education department.

Published monthly by the
University of the State of New York

MILLITARY 1902

1902

New York State Library

MELVILLE DEWEY Director

Bulletin 75

LIBRARY SCHOOL 12

LECTURE OUTLINES AND PROBLEMS

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UNIVERSITY OF THE STATE OF NEW YORK

1902

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University of the State of New York

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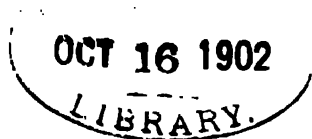
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New York

State Library.
University of the State of New York

New York State Library

MELVIL DEWEY Director

Bulletin 75

LIBRARY SCHOOL 12

LECTURE OUTLINES AND PROBLEMS

PREFACE

This bulletin is made up mainly of new editions of miscellaneous lecture outlines and problems originally issued separately for use of the State Library School. The syllabus on American Library Association presidents is printed for the first time. To provide for dissecting and filing by subject the material relating to each course begins on a separate leaf.

MELVIL DEWEY

Director

Albany, Sep. 1, 1902

Oct 14 1891

Museum of Zoology

010 BIBLIOGRAPHY

DIRECTIONS FOR ORIGINAL BIBLIOGRAPHY

Salome Cutler Fairchild

For sufficient reason the vice director will give permission for variation from these rules, but the rules so amended must be followed uniformly.

Subject. The original bibliography may be :

- 1 A complete bibliography of a subject
- 2 " " an author
- 3 A select " a subject
- 4 A reading list with notes

A complete bibliography must indicate the best books from both scholarly and popular standpoints. A reading list must contain notes indicating scope and value of works.

A subject must be selected and approved by Feb. 1 of junior year. The bibliography must be submitted on or before June 1 of senior year.

Choose a subject in which you are interested. If you have no decided preference, consult the vice director.

Submit the subject to the vice director, who with the lecturer on bibliography, will determine scope and suggest treatment.

Be thorough, be accurate, be consistent.

Material. Do not be satisfied with the resources of one library, but, as far as feasible, work in other libraries. Be always on the alert for material. Help each other by reporting out of the way references.

If possible, examine all works included in your list. Indicate by e books personally examined, using e (underlined) if the edition examined is not the same as that entered in the list. Give call numbers of books in the New York State Library, even when editions differ from those described in the list: e. g. E914.7 H21; for books in the Home Education Department give class number only. Cite libraries in which books not in the State Library were seen, thus: Vassar e.

Prefix lists of all but obvious abbreviations used and of principal bibliographic aids consulted.

In analytic work make a list of "Works cited," to include full entries of all books from which more than one analytic has been taken (*see* Analytics). To any of these that are analyzed add a note specifying edition analyzed if different from that in the list; e. g. "Analyzed, Houghton, 1870."

For form of prefatory matter see *N. Y. State Library Bibliography* 32.

In all cases of doubt or lack of specific directions give too much rather than too little information.

Form of citation

Use *Library School Rules*, following general directions below.

Author and title. In complete bibliography give names with authorfulness and full titles. Consult not only the name (author) catalogue, but also recent publications for later biographic data or fuller names. Be sure that an author's name is in the same form throughout the list. Use subjectfulness according to cataloguing rules (see *N. Y. State Library Bibliography* 32), in title and in notes and indexes. In reading list and select bibliography enter under best known form of author's name, for which the *Catalog of "A. L. A." Library* will serve as a guide. As a rule give brief title, but always include alternative title, name of editor or translator, and any part of title that will add to value of citation or show reason (not otherwise plain) for its inclusion; e. g. name of illustrator of children's books, author of prefatory or other additional matter, and even minor information if needed to distinguish editions.

Edition. In complete bibliography arrange editions chronologically and distinguish with as complete information as possible; see *N. Y. State Library Bibliography* 17, p. 544. In reading list or select bibliography choose one edition, except for unusual reasons, and put references to others in a note; e. g. "Published without illustrations and index by Houghton \$1.25"; "Edition de luxe, Scribner \$10."

As a rule prefer American editions, unless a foreign edition is better or cheaper. When the same book is published by English and American firms add note, e. g. "Also published by Harper \$2"; or "Also published by Chapman 1s." If an English book is brought out with imprint of American importer add note, e. g. "Also issued by Scribner \$1"; or "Originally issued in London, Low 3s". When same publisher brings out an English and American edition add note, e. g. "American price \$1"; or "English price 1s."

Pages, illustrations, size, etc. Give main paging only, except when minor paging represents a considerable proportion of book. Express 208p. with unpagged recto as 209p. Indicate supplement pages in periodical references thus: 10: sup. 11-14. Use *illus.* for illustrations, portraits, plates, photographs, facsimiles and tables, but specify maps. Indicate size by letter if possible, always when books have been personally examined; use fold symbol only when unavoidable.

Place, date. In case of towns requiring addition of state write e. g. Titusville Pa. (no comma). If name of state is given in title, or bibliography is confined to a single state omit it in imprint. Omit copyright dates unless in unusual cases the information seems desirable.

Publisher, price. Use abbreviations for publishers given in *N. Y. State Library Manuscript List of Publishers*. For any not found there give full firm name. For firms now dissolved use this form; Ticknor (now Houghton). In cases of changed publisher cite original publisher and price in entry, adding present publisher and price in note. Give price of books in reading list, select bibliography and of "best books" in complete bibliography, preferably stating it in money of country where book is published, but if found only in another denomination do not translate it. In case of foreign books obtainable in the United States add note giving American publisher or importer and price (*see* Edition). Add "net" invariably to all prices so designated. When single volume or part of a work is cited, state price if sold separately, e. g. pt 1, 50c. Mention unusual binding, e. g. paper 75c.

Foreign money

Signs and abbreviations		NAME	Approximate value
Precedes	Follows		
£		pound	\$4.87
	c	centime	$\frac{1}{5}$
cent.		centesimo	$\frac{1}{5}$
	ct	cent (Dutch)	$\frac{2}{5}$
	d	penny	.02
f (or fl)		gulden (guilder; Dutch florin)	.40
	fl	florin (gulden; Austrian)	.49
	fr	franc	.19
	gr (or gl)	groschen	$.02\frac{1}{3}$
		heller (Austrian)	$\frac{1}{4}$
	kr	krona (Swedish)	.27
	kr	krone (Austrian)	.20
	kr	" (Danish and Norwegian)	.27
	kr	kreutzer (Austrian)	$\frac{1}{2}$
	kr	" (German)	$\frac{1}{3}$
l		lira	.19
	m	mark	.24
	ngr (or ngl)	neugroschen	$.02\frac{1}{2}$
		öre	$\frac{1}{4}$
		peseta; pl. pesetas	.19
	pf	pfennig	$\frac{1}{4}$
		rigsdaler	.54
	s	shilling	.24
	sk	skilling (Norwegian)	.01
	sk	" (Danish)	$\frac{1}{2}$
	spd	specie daler	.91
	st	stuiver	.02
	thlr	thaler	.72

Series. Abbreviate as in *N. Y. State Library Manuscript List of Series*. Note the following illustrations:

(Eng. classics; star ser.)	(Lib. of economics and politics, v. 7)
(Riverside lit. ser. no. 86)	(Amer. sci. ser. advanced course)

Analytics in books. When but one analytic is cited give in usual form, and place imprint information in note. When more than one, place complete entry in list of "Works cited" and analytics in usual form in their proper places. If two or more analytics with same author and from the same book are to be entered under same heading make full entry of book, or brief entry (as below) if full entry is made under "Works cited," and give titles and paging of analytics in note; e. g.

Gladden, Washington. Social Facts and Forces. 1897. 304 G45
 The Corporation, p. 82-115
 The Railway, p. 116-54

If the edition analyzed differs from that cited, indicate edition. When the part of a book referred to has no definite title, supply an appropriate title and inclose it in brackets.

Note the following illustrations:

(see *his* Writings. 1891. p. 9-195)
 (see *Reminiscences of the City of New York*. 1855. p. 145-47)
 (see Shaler, N. S. *The United States of America*. 1897. 2:191-213)

Analytics in serials. Do not call a periodical article anonymous if the author's name appears in connection with the article anywhere in the periodical. Use abbreviations for periodicals given in *N. Y. State Library Manuscript List of Periodicals*; for all others use full form. Use the following forms for months:

Jan.	Ap.	July	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sep.	Dec.

Note the following illustrations:

(see *Century Mag.* May 1883, 4:96-114)
 (see *Overland Mo.* Aug. 1899, ser. 2, 34:120-22)
 (see *Jour. of Educ.* (Boston) Sep. 15, 1892, 36:168)
 (see *Pennsylvania Mag. of Hist. and Biog.* 1878, v. 2, no. 3:296-300)
 (see U. S.—Education, Bureau of. Report, 1890-91. 2:676-788)
 (see Amer. Econ. Ass'n. *Economic Studies*, Ap. 1896, 1:305-7)
 (see National Educ. Ass'n. Proc. 1890. p. 547-54)

For arrangement of numerous references to the same periodical under one entry see *N. Y. State Library Bibliography* 24, p. 428-29, and p. 167, 267.

Contents, notes. Use the following order: notice of different edition, publisher or price; contents; compiler's critical or descriptive note; quoted note; origin or other forms of material (address, paper, argument, reprint, pamphlet, magazine article, etc.); references to reviews, criticisms or summaries.

For arrangement of contents see *N. Y. State Library Bibliography* 24, 32.

Quoted notes may be condensed but great care should be taken not to alter meaning. Give exact references, using the following forms:

- Nation, Feb. 27, 1868, 6: 170-72 (i. e. title, date, volume, pages)
- N. Y. State Trav. Lib. Finding List 7, p. 3
- Fiske. Beginnings of New England. 1889. p. 280

If the same book is frequently quoted, enter it in the list of abbreviations and use short form at end of note; e. g. Adams, p. 386, for Adams, C: K. Manual of Historical Literature. 1891. p. 386. In citing periodicals as authority use abbreviated forms in the *N. Y. State Library Manuscript List of Periodicals*.

Final copy

Alphabet carefully, both by author and title.

Submit reading list on 20x25 cm thesis paper, complete bibliography on 7½x12½ cm slips or cards, and select bibliography on either slips, cards or thesis paper according to the subject. Folded thesis paper in quires of four sheets is best for permanent binding.

For form of title page see *N. Y. State Library Bibliography* 32.

Use either joined hand, disjoined hand or typewriter in preparing final copy. Typewriting may be arranged for at 6 cents a folio (100 words).

021, 023-024 FOUNDING AND GOVERNMENT

023.4 QUALIFICATIONS OF A LIBRARIAN

Melvil Dewey

A As a man. Character**1** Fiber, inborn qualities

"Every man is as God made him and oftentimes a good deal worse."

You can polish an agate, but not a pumpkin.

2 Spirit of work

a Aspiration for excellence, for higher things, not mere ambition ("going round for votes") but constant struggle against tendency to sag. Every soul like every drop of water, is pulled steadily toward the lowest point by gravity. No boat ever drifts upstream when the oars stop. He who aspires to the best must never wholly relax earnest effort.

Heaven is not reached by a single bound;
But we build the ladder by which we rise
From the lowly earth to the vaulted skies,
And we climb to its summit,
Round by round. *J. G. Holland*

b Courage (active) is brave to do, e. g. to lead cavalry charge; "heart in." Fortitude (passive) is brave to suffer and endure.

c Enthusiasm; love; zeal; "soul in," "God in"; earnestness; inspiration.

d Energy; force; "work in."

e Patient persistence; steadfast purpose. Too great haste will make an ugly scar from a seal suddenly struck on wax, when patient pressure will give an impression as clear cut as a cameo. The world is afloat and lazy and can be moved by patient pushing. A heavy blow on a loaded canal boat will cause only a tremor. Half the force patiently applied will move it to the other shore. Illustrations: Kipling; "crabs don't let go"; mushrooms v. oaks.

"Time is of the essence of the contract."

"For the right moment you must wait most patiently as Fabius did when warring against Hannibal, though many censured his delays. But when the right moment comes you must strike hard, else your waiting will have been in vain and fruitless."

Motto of Fabian Society

f Faith; optimism. Self-confidence, but not overconfidence. Believe in yourself and your work. "Hitch your wagon to a star."

Emerson

g Unselfishness. The ideal rule of life is to do anything, anywhere, at any time, that sober judgment says will do the greatest good to one's fellows.

Care more for your work than for personal reputation, salary, power, etc.* Resign if it is the best way to help a cause. You may be right and yet it may be duty to resign for general good. Don't do it on impulse, but ask honest, competent judges and convince them that you want truth, not flattery. Square person in round hole; 22 caliber cartridge when Flobert cap is better.

h Loyalty; to library, trustees and official head. Follow your leader. Resign if you can't be loyal. A useful soldier must support his captain in action, even if he is taking wrong course. Convince him of error at some other time, but in action work as for your own plan.

i Cooperation. Utilize others; team work.

With feet on the firm rock of high character, educated intelligence and steadfast purpose you are sure to win. Some are called unbalanced when it is the

Divine insanity of noble minds
That never falters nor abates,
But labors and endures and waits
Till all that it foresees it finds,
And what it can not find, creates.

3 Plane of work

a Physical. Mere faithful doing of task; treadmill, like horse, machine or hitching post. Virtues all negative; no fault or vice.

b Mental. Intellectual ambition: the "thirst delirious yet divine, to know." Chemist's researches.

c Moral. Altruism; missionary spirit; highest good of others. The spirit of the deed, not the thing done, determines its plane. A pestilent marsh may be reclaimed either to protect neighbors from disease or merely as land speculation.

4 Social qualities

a Personal appearance; presentableness; dress; neatness.

b Good habits. A librarian, like a minister or teacher, is an educator and stands on a pedestal. His standards must be higher than is necessary for other professional or business men. He must not be addicted to alcohol, drugs, tobacco, gambling, profanity or vulgarity.

c Good manners essential to highest success. Inward spirit vastly more than outward form marks the truest gentleman. "Good form" which assumes that time and money are of no account, and all fashionable extremes are wholly out of place in a library.

d Ease. Shyness and awkwardness are fences that keep people away and limit usefulness in all positions in contact with the public.

e Tact. Two to one more important than mere talent.

The ideal of these essential qualities is like the best literary style and the best window glass: i. e. that which is not noticed and causes no remark. Overdressing, affectation or undue "ease of manner" is as objectionable as the opposite fault.

Physical qualities. Health; strength; endurance; trained powers. See 7. Body is machine through which work must be done. Unless it is properly cared for the best work is as impossible as to win a race with an overtired horse.

Health modifies (helps or harms) temper, tact and most other qualities. It is a vehicle for them like water for giving medicine. Greatest dangers are overwork, too long hours, too short vacations, too little sleep. Greatest needs are regular habits, intelligent diet, and exercise by walking, cycling, dumb-bells, movements, rubbing, flexing, etc.

Mental qualities

a **Orderly habit.** A misplaced book or pamphlet is a needle lost in a haystack. Some professions admit lack of order, but not the librarian's. A ditch-digger may smoke, but not an employee of a fireworks factory.

b **Memory.** Less essential but very important. Library memory may be largely cultivated.

c **Accuracy.** Invaluable but must not be at sacrifice of speed.

d **Speed; dispatch; prompt decision; readiness.** Expert riflemen and billiard players take quickest aim. Fastest stenographers are often most accurate. Quickness may be cultivated. Tennis is admirable discipline in prompt decision. Preparing copy for daily paper trains to completion of work at specified time. After dinner speeches without previous warning train quick wits. "Reading maketh a full man, writing an exact man, and conference a ready man." Accuracy and speed must be equally developed to get best results. Quality and quantity must be multiplied together like length and breadth to get efficiency or area. A perimeter gives the maximum area only when evenly divided. If perimeter is 40, each side may be 10 and the area 100. If sides are unequally divided 15x5 equals 75, 19x1 equals 19. Efficiency depends on product of accuracy and speed, or quantity and quality, as much as momentum or impact depends on mass multiplied by velocity.

Conciseness helps speed. Telegram written like polite note shows a frank or folly. Gotten (got 10) seats.

e **Executive ability; power to organize and delegate work, to marshal and use four m's which produce results: i. e. materials, machinery (tools, labor-saving devices), methods, men.** Without this can get only maximum wages for individual. With it you get pay for what others do. This is unjust no more than to take pay

for utilizing forces of nature, horses or mere labor. Architect takes ugly pile of stone, makes a temple and gets pay for brains put into it. Must make work go smoothly. If there is creaking of the machinery there is usually waste of power. A good executive does not inflict his troubles on others but burns his own smoke. He makes stepping-stones of stumbling-blocks rather than go round them or sit down and wait for road commissioner to remove them.

B As a scholar

- 7 Education. All powers disciplined and ready for use with precision, force, speed and continuity. Life's problems must be bombarded with mental batteries. Victory requires all these four factors. The man behind the gun who aims and pulls the trigger decides the issue. Therefore the training of that man is the chief concern. Needle gun in Franco-Prussian war. The boy is like ore fresh from mines. The elementary school modifies and makes from the ore pig iron. The high school and college modify further and make steel, which may be used equally well for any use demanding good steel. The professional or technical school takes the steel and makes springs and levers and wheels for special uses. Experience in life demonstrates fitness for any good work as the complete machine must prove its fitness before it commands a market. A librarian commands salary as a machine commands price, according to improvement in practical value made by education. The same steel sold in a bar for \$1, modified into the parts of a typewriter sells for \$100.
- 8 Languages. Chief tools for work. Every language learned adds to the librarian's opportunity for usefulness more than equal study of other subjects, for language is a key which readers often wish to borrow for opening foreign books.
 - a German and French most used ; with English the three great world languages. A good equipment needed in all library work. These three are expected in all cases. Other languages are much less valuable and need not be mastered by those with no special aptitude.
 - b Italian and Spanish. Since Cuban war Spanish has become of commercial importance and is more likely to be useful in a library.
 - c Latin. Less used ; valuable as introduction to French, Italian, Spanish.
 - d Scandinavian and Russian, Dutch, Greek, Sanskrit, Hebrew, etc. are of trifling use except in rare libraries or for unusual investigations, or where there is some colony from these nations.
- 9 Knowledge. Any possible information may be useful. All librarians are expected to read German and French and to know general

history and literature. As library covers entire field of knowledge which no man could master, the librarian's training should be not to accumulate facts, but to know where and how to get any facts promptly when wanted. Don't buy fish which will soon cease to be fresh, but poles, lines, hooks and bait and learn holes where they may be quickly caught when wanted. Librarian like guidepost is always pointing the way for others instead of going himself.

a Sociology. Public press and university are all making sociology prominent. This is sociologic century. 19th was scientific, 18th was theologic. After German and French, which are working tools, no subject is more useful to a librarian than sociology.

b Useful arts. Some general knowledge is valuable in the growing work of helping mechanics and artisans in their own field.

C As a bibliographer

10 Knowledge of books. Appreciation, not creation

Physical (outside)

a Printers' and publishers' work. In print the great aim should be to convey the author's meaning to the reader's mind clearly, in the quickest and easiest way. Omit everything not needed for this end.

(1) Paper. Color, thickness, durability, cost.

(2) Printing. Size and face of type, leading, spacing, length of line, margins, ink, presswork, mechanical proof reading, cost.

(3) Binding. Materials, methods, cost, durability, color, convenience in handling.

Intellectual (inside)

b Editor's work. Contents, indexes, footnotes, editorial proof reading and verification.

c Author's work. Style, facts, accuracy; i. e. subject-matter.

d Bibliographer's work. Organized and comparative bibliography; knowledge of editions, publishers, prices and comparative merits and faults of *a*, *b* and *c*. Catalogues, selections, annotations, evaluations, "filtrations." Object to select for reader the book that then, there and to him is most useful.

D As a library economist

11 Knowledge of library systems and methods

a Scope and founding of libraries.

b Legislation, local, state, national.

c How to raise money.

d Connection with schools.

e Reading of the young, children's libraries.

f Buildings and equipment.

- g* Library assistants.
- h* Salaries, hours, vacations, etc.
- i* Accession department (all methods of getting books).
- j* Preservation of books.
- k* Use of books, for reference and in lending. **Get, keep, use**—the greatest of these is use.
- l* Cataloging and classification.
- 12 Library experience. For best results, must combine knowledge and experience (like quantity and quality or speed and accuracy). Physician must add hospital work to graduation and M.D. before he is fully trusted.
- 13 Knowledge and experience
 - a* in business principles and methods.
 - b* of the world at large (travel).
 - c* in special accomplishments; mechanical ability. Value not intrinsic, but for convenience in trifling needs; desirable but not essential. Some great mathematicians can't add or multiply accurately, but must use machine or clerk.
 - (1) Book repairing } Of greatest practical value in saving time and
 - (2) Book gilding } cost of sending away to bindery.
 - (3) Handwriting, lettering. Very useful for bulletins, notices, etc. Easily learned.
 - (4) Notehand. Learned in an hour and saves quarter of labor without appreciably affecting legibility for one's own use. Also readily learned and used by regular correspondents. Should be used by all who do not learn shorthand.
 - (5) Shorthand. Invaluable labor-saver, but useless unless well learned. To begin and stop for a time is like taking long rests when rowing boat up strong current; you may float back farther than you have rowed. Most systems too complicated for anyone except professional stenographer. Tachygraphy is easily learned and best for librarian's use.
 - (6) Typewriting. More legible, quicker, cheaper and easier, so should be used personally as well as by assistants and copyists.
 - (7) Duplicating processes. Stencil, carbon, roller copier, composition and aniline.
 - (8) Labor-saving methods and appliances.
- 14 Efficiency. Total or resultant of all foregoing factors. **World wants results, not explanations** (however good) of failure. The best men compel success and remove obstacles. Cheaper men explain clearly why success was impossible. They may be clever, clear-headed, honest, industrious, but not efficient in high sense that compels success.

025.2 ACCESSION DEPARTMENT

AUCTION CATALOGUE: PROBLEM

Dunkin Van Rensselaer Johnston

Look up information to guide in making bids on the following books. Numbers at beginning of entries are those of auction catalogue from which they are taken and entries are quoted without change.

- 2 **Adams.** The Swiss confederation. By Sir Francis Ottiwell Adams, M.C.M., G.C.B., late Her Majesty's Envoy extraordinary and minister plenipotentiary at Berne, and C. D. Cunningham. With a map. 8vo, uncut. 1889
- 20 **Ariosto.** Orlando Furioso. Italian text beautifully printed by Baskerville; with portrait after Titian engraved by Piquet, and 46 copper-plates by Bartolozzi, Moreau, De Launay, etc. after designs by Cipriani, Eisen, Cochin, Moreau and Monnet. 4 vols., tall 8vo, half red morocco, gilt. Birmingham, 1773
- 23 **Art and letters:** an illustrated review. Published in London and New York. Richly illustrated with colored reproductions, etchings and photogravures of the choicest modern paintings. Published at \$6.00 per no. Complete for the years 1888 and 1889, in 24 nos. To be sold per number.
- 31 **Austin, Jane.** Life of. By Goldwin Smith. 8vo, cloth. Great writers series. London, 1890
- 15 **Baker, A. E.** Glossary of Northamptonshire, Words and phrases, with examples of their colloquial use and customs of the country. 2 vols. 12mo, uncut. London, 1854
- 7 **Baptista (El Padre Fray Ioan).** Advertencias, para los confesores de los naturales. Both parts. 2 vols. small 8vo, vellum. Mexico, en el Conuento de Santiago Tlatilulco, par M. Ocharte, eno 1600

Excessively rare. The Murphy copy, the two parts of which were separated by the compiler of that catalogue, sold: part 1, (with another work bound with it) for \$46.00; part 2, for \$38.00: sold, Maissonneuve, 1861; for 301 fr. This copy lacks the title-page to the second part, it being replaced by a duplicate first part title-page; the 15 preliminary leaves are bound in before the body of the second part. Slight worm-holes in blank corner of a few leaves.
- 1 **Bewick.** Select fables. With cuts designed and engraved by Thomas and John Bewick, and others, previous to the year 1784; splendid impressions of the cuts. Imp. 8vo, full polished calf, uncut, gilt top. Newcastle, 1820
- 7 **Boating.** Training in theory and practice. By Archibald Maclaren. Illustrated. 8vo, cloth. London, 1866

- 60 **Boleyn.** Anne Boleyn: A chapter of English history, 1527-1536. By Paul Friedmann. 2 vols. 8vo, morocco, uncut, gilt top. London, 1884
- 121 **Costume.** Le costume historique, par M. A. Racinet. Illustrated with 500 plates, 300 of which are in colors, gold and silver, and 200 in tinted lithography (Camiaeu), executed in the finest style of the art, by Messrs. Didot & Co. of Paris, representing authentic examples of the costumes and ornaments of all times, among all nations. With numerous choice specimens of furniture, ornamental work, glass, tiles, textile fabrics, arms and armor, domestic articles, modes of transport, &c. Paris: Firmin, Didot & Co., v.d.
- 125 **Craik, G. L.** Manual of English literature and of the history of the English language. Eighth edition. Post 8vo, cloth. London, 1872
- 139 **Cruikshank.** German popular stories. Translated from the Kinder und Haus Marchen, collected by M. M. Grimm from oral traditions. Illustrated with 22 plates by George Cruikshank. 2 vols. 12mo, original cloth, uncut. London, 1834
- 232 **Florence.** Its history—The Medici; letters and arts. Illustrated with 500 engravings. By Charles Yriarte. Folio, cloth gilt, gilt edges. London, 1882
- 246 **Gérôme.** A collection of the works of J. L. Gérôme in one hundred photographures. Edited by Edward Strahan. In 10 parts (lacking part 9). To be sold as 9 parts. Folio in cloth covers, ribbon-tied. New York, 1881
- 273 **Matthews, William.** Modern book-binding practically considered.
300 copies printed at the De Vinne press for the Grolier club, 1889
- 276 **Hallam, H.** Europe during the middle ages; literary history of Europe. Constitutional history of England. 11 vols. post 8vo. London: J. Murray, 1872
- 282 **Hawthorne, N.** The complete works of Nathaniel Hawthorne, with introductory notes by George Parsons Lathrop. Illustrated with numerous etchings by Blum, Church, Dielman, Gifford, Shirlaw and Turner. 13 vols. 8vo, bound in full crushed levant morocco, uncut, gilt tops, Jansen, by Matthews. Cambridge: printed at the Riverside press, 1883
"Dr Grimshawe's secret" has been added to the set, making thirteen volumes in all.
Only two hundred and fifty sets were printed, each numbered, this set being number 100. "Dr Grimshawe's secret" is also number 166.
- 296 **History** of Racine and Kenosha counties, Wisconsin; early settlement, improvements, history of the state, war record, abstract of laws, &c. 4to, half imitation russia. Chicago, 1879

- 300 **Hosack, David, M.D., F.R.S.** *Memoir of De Witt Clinton.* With an appendix. Portrait and two extra portraits inserted. Also contains an A.L.S. of Dr Hosack and an A.L.S. "To the public" of Gov. Clinton, of great interest, in part as follows: "General Scotthaving in a letter.to General Jackson insinuated that I had written.an anonymous letter.I have considered it proper to declare that the intimation of General Scott is totally... false.... This declaration is made from motives of respect for public opinion and not from any regard for General Scott.(one page, quarto, dated April 6, 1819). 1 vol. 4to, boards. New York, 1829
- 320 **Jesse, Captain W.** *The life of George Brummel, Esq., commonly called Beau Brummel. Frontispieces.* 2 vols. 8vo, rough edges, half green morocco, gilt top, new. London, 1844
Original edition. Scarce.
- 350 **Lessing's Werke.** 10 vols. in 5. Post 8vo, half morocco. Leipzig, 1867
- 373 **Lowell, J. R.** *A fable for critics.* 12mo. New York, 1848
First edition.
- 386 **Matthews, B. (Editor).** *Ballads of books.* With frontispiece by Van Schaick. 12mo, full polished calf, uncut, gilt top. New York: Coombes, 1887
- 422 **Napoleon.**—Jung, Th. *Bonaparte et Son Temps, 1769–1799.* Avec cartes. 3 vols. 12mo, paper, uncut. Paris, 1881
- 438 **New York.** *The centennial history of the protestant episcopal church in the diocese of New York, 1785–1885.* Edited by James Grant Wilson. 7 steel plates, 4 woodcuts, and 27 autograph facsimiles. 8vo, uncut. New York, 1886
- 440 **Nile's Weekly Register:** containing political, historical, geographical, scientific, astronomical, statistical and biographical documents, essays and facts, with notices of the arts and manufactures and a record of the events of the times. A COMPLETE SET, from the commencement in 1811 to the end of June, 1849, when it was finally discontinued; containing all the supplements and appendixes, with the rare index volume of 1818, and with Niles's "Principles and acts of the revolution," 1822. Together 77 vols. 8vo, and 4to, the former uniformly bound in half russia, cloth sides, the latter in half sheep. 1811–1849
A very fine and desirable set.
- 450 **Freitag.** *Lexicon Arabicum Latinum.* Condensed from the larger work. Halle, 1836
- 461 **Pamphlets** on slavery: Spooner on its unconstitutionality, 1856; De Vinne on the Methodist episcopal church and slavery, 1857; *American slavery as it is*, 1830. 1 vol. 8vo, half morocco.

- 463 **Parker Society Publications.** Works of the fathers and early writers of the reformed English church: Cranmer, Coverdale, Bacon, Latimer, Parker, Bale, Ridley, Zurich letters, &c., &c., and the general index to the set. 41 vols. 8vo, cloth.
- 478 **Pontalis, G. A.** Life of John De Witt, Grand Pensionary of Holland; or, Twenty years of a parliamentary republic. 2 vols. 8vo, half calf, gilt. London, 1885
- 495 **Ralston, W. R. S.** Russian folk tales. 8vo, cloth. London, 1873
- 521 **Ruskin, John.** Bibliography of, 1854-1879. 8vo, half calf, russia.
- 530 **Schiller's Sammtliche Werke.** 12 vols. in 6. Post 8vo, half morocco. Stuttgart, 1869
- 535 **Shakspere.** The pictorial edition by Charles Knight. With doubtful plays, History of opinion and biography. 8 vols. tall 8vo, uncut. London: Charles Knight & Co., n.d.
- 543 **Sherman.** Memoirs of. Written by himself. Illustrated. 2 vols. 8vo. New York, 1891
- 556 **Statesman's Year Book.** Statistical and historical annual of the states of the world for the year 1890. Edited by J. Scott Keltie. 12mo, cloth. London, 1890
- 585 **Forrest-Macready.** Account of terrific and fatal riot at the Astor Place opera house. 8vo, paper. New York, 1849
20 portraits of Forrest and Macready loosely inserted.
- 645 **Yriarte, Charles.** Venice; its history, art, industries, and modern life. With numerous illustrations. Imp. 4to, cloth. New York, 1880

025.3 ELEMENTARY CATALOGUING

USE OF CARD CATALOGUE: PROBLEM

Mary Louisa Sutliff

Answer the following questions by consulting the card catalogue of the New York State Library. Work independently. Write the answers on sheets, referring to questions by number.

- 1 What works of Annie Payson Call have we?
- 2 Have we any works of S: R. Crockett aside from fiction?
- 3 Have we Shakspeare's works in one volume with illustrations?
- 4 Have we an edition of the *Tempest* with notes?
- 5 Have we Francis Bacon's poems as a separate publication?
Who are the authors of the following four books?
- 6 *The Garden that I Love*
- 7 *High Top Sweeting*
- 8 *Highways and Horses*
- 9 *My Three Legged Story Teller*
- 10 What works edited by George E. Woodberry have we?
- 11 Have we Arthur Gilman's edition of Chaucer's *Poetical Works*?
- 12 Have we the fifth edition of *How to Know the Wild Flowers*, by Mrs William Starr Dana?
- 13 What work written by Mark Twain in collaboration with C: D. Warner have we?
- 14 How many of Clara Bell's translations have we?
- 15 Have we Charles Gross's translation of Ernest Lavisse's *General View of the Political History of Europe*?
- 16 What translations of the *Nibelungenlied* have we?
- 17 What lives of Sir Matthew Hale have we?
- 18 What bibliographies of Alexander Hamilton have we?
- 19 Have we Richard H. Shepherd's *Bibliography of Carlyle*?
- 20 Have we a criticism of John Stuart Mill's *Subjection of Women*?
- 21 How many volumes of the *Great Cities of the Republic* series have we?
Give author and title of any book which the library contains on the following five subjects:
- 22 Object teaching
- 23 Mechanics, published since 1890
- 24 Travel in China
- 25 General history of France, with maps
- 26 French Revolution, in two volumes
- 27 Give compiler and title of a bibliography of kindergarten
- 28 Give author and title of work containing lives of several sculptors
- 29 Name five sculptors whose lives are to be found in the library
- 30 Give titles of two anonymous English poems of the pre-Elizabethan period, 1400-1558

025.5 ADVANCED REFERENCE WORK

016.34 LAW BOOKS DESIRABLE FOR TOWN, VILLAGE
AND CITY LIBRARIES

Stephen B. Griswold

Bouvier, John. Law Dictionary; new ed. rev. and brought up to date by Francis Rawle. 2v. Q. Bost. 1897. Boston Book Co. \$12

Law library

Kent, James. Commentaries on American Law. Ed. 14. 4v. O. Bost. 1896. Little \$3.50 net each

Law library

Parsons, Theophilus. Laws of Business for all the States and Territories of the Union and the Dominion of Canada, with forms and directions, and abstracts of the laws of all the states and territories on various topics. New ed. 864p. O. Hartford 1890. S. S. Scranton & Co. \$4.50

Law library

Jones, Leonard Augustus. Forms in Conveyancing; comprising precedents for ordinary use and clauses adapted to special and unusual cases. Ed. 5. 956p. O. Indianapolis 1899. Bowen-Merrill \$6

Law library has ed. 4, 1894.

Rodgers, William Champ. Treatise on the Law of Domestic Relations. 900p. O. Chic. 1899. T. H. Flood \$6

Law library

Hill, Frederick Trevor. Care of Estates. 176p. D. N. Y. 1901. Baker, V. & Co. \$1.25

Law library

Hubbell's Legal Directory. O. N. Y. Hubbell Publishing Co. \$5

Law library

Annual.

If library can afford more, buy:

American and English Encyclopaedia of Law; ed. by D. S. Garland and L. P. McGehee under the supervision of James Cockcroft. Ed. 2. v. 1-21, Q. Northport N. Y. 1896-1902. Edward Thompson Co. \$7.50 each

Law library

v. 1-21 A-N. Probably complete in 32v.

Latest edition of the Revised Statutes and Codes of the state in which the library is situated, with the Session Laws in continuation; Revised Statutes and Codes \$6 to \$18; Session Laws \$2 a year

Latest edition of the Revised Statutes of the United States, with the Session Laws of Congress in continuation; Revised Statutes \$4; Session Laws \$1.50 a year

Secure by gift:

Ordinances of the city or village in which the library is situated

Proceedings of Board of Supervisors of the county, if the library is in New York State

025.8 SHELF DEPARTMENT

NUMBERS FOR POPULAR LIBRARIES: PROBLEM

Mary Louisa Sutliff

Assign book numbers, as for a popular library, to the following entries. Pencil book numbers at left of author in fiction and below class number in other cases. Follow directions in *Simplified Library School Rules*, 1898, p. 54-59.

Perry, Nora. Flock of Girls and Boys. D

Kellogg, Elijah. Boy Farmers

Smith, F. H. Colonel Carter. 1893

4.5 Smith, F. H. Gondola Days

Smith, Mrs M.. P. (Wells) Jolly Good Times

Smith, Mrs M.. P. (Wells) Jolly Good Times at Hackmatack

Smith, Mrs M.. P. (Wells) Jolly Good Times at School

Smith, Minna C. Mary Paget

Crawford, F. M. Casa Braccio

Crawford, F. M. Cigarette-maker's Romance

Crawford, F. M. Katharine Lauderdale. 2v.

7 Fitchburg—Public Library. Catalogue

2 Brooks, Phillips. Sermons

2 Brooks, Phillips. New Starts in Life

2 Brooks, Thomas. Unsearchable Riches

- 16 Hale, E: E. Ten Times One is Ten
- 17 Hale, E: E. If Jesus Came to Boston
- 18 Hale, E: E. In His Name
- 19 Hale, E: E. Ingham Papers
- 20 Hale, L. P. Peterkin Papers
- 21 Howells, W: D. Chance Acquaintance. 1890
- 22 Howells, W: D. Chance Acquaintance. 1877
- 23 Howells, W: D. Dr Breen's Practice
- 24 Howells, W: D. Day's Pleasure. T
- 25 Howells, W: D. Day of their Wedding. D
- 26 Howells, W: D. Doorstep Acquaintance
- 27 92 Martyn, Benjamin & Kippis, Andrew. Life of Shaftesbury
- 28 92 Knox, T: W. Boy's Life of Gen. Grant. 1895
- 29 92 Abbott, J: S. C. Life of Grant
- 30 92 Grant, U. S. Personal Memoirs. 2v.
- 31 92 Garland, Hamlin. Ulysses S. Grant
- 32 92 Grand Army of the Republic—Rhode Island, Dep't
Grant Memorial Service
- 33 92 Public Honors to Grant

- 34 92 Pollard, Josephine. Our Hero, Grant
- 35 923 Adams, W: H. D. English Party Leaders
- 36 92 Bisset, Robert. Life of Burke
- 37 92 Burke, Edmund. Correspondence of Edmund Burke
- 38 92 Burke, Edmund. Letter to a Noble Lord
- 39 92 Hart, C: H. Biography of Lincoln
- 40 92 Herndon, W: H. & Weik, J. W. Abraham Lincoln
- 41 92 Holland, J. G. Life of Lincoln
- 42 Davis, Rebecca H. Dr Warwick's Daughters. D
- 43 Davis, R: H. Cinderella
- 44 Collins, Wilkie. Woman in White. F
- 45 Ward, *Mrs* Humphry. Marcella
- 46 Ward, *Mrs* Humphry. History of David Grieve
- 47 Ward, *Mrs* Humphry. Sir George Tressady
- 48 Ward, *Mrs* Humphry. Story of Bessie Costrell
- 49 Ward, H. D. New Senior at Andover
- 50 917.3 Dickens, Charles. American Notes
- 51 Dickens, Charles. Barnaby Rudge

- 52 Dickens, Charles. Bleak House
- 53 Cooper, J. F. The Spy
- 54 Cooper, J. F. The Spy; abridged for the use of schools
- 55 j811 Cary, Alice. Ballads for Little Folks
- 56 811 Cary, Phoebe. Last Poems
- 57 612 Edwards, H. M. Outlines of Anatomy. O
- 58 423 Webster, Noah. Dictionary of the English Language. (
- 59 423 Webster, Noah. International Dictionary. Q. 1890
- 60 423 Webster, Noah. International Dictionary. Q. 1891
- 61 423 Worcester, J. E. Dictionary of the English Language.
- 62 523 Burritt, Elijah. Geography of the Heavens. S & atlas
- 63 910 Bradford, Thomas. Universal Atlas. F⁵
- 64 975.5 Waddell, J. A. History of Augusta County, Va.
- 65 012 Smart, T. B. Bibliography of Matthew Arnold. O
- 66 822 Abbott, E. A. Shakesperian Grammar
- 67 822 Shakspere, William. Works; with notes by Theobald
- 68 822 Shakspere, William. Works; ed. by White
- 69 822 Shakspere, William. As You Like It; with notes by R.

- 70 822 Shakspere, William. As You Like It; with notes by Phelps-
- 71 822 Guizot, F. P: G. Shakspere and his Times
- 72 822 White, R: G. Studies in Shakspeare
- 73 Scott, *Sir* Walter. Abbot
- 74 Scott, *Sir* Walter. Anne of Geierstein
- 75 Scott, *Sir* Walter. Antiquary

027 HISTORY OF LIBRARIES

027.073 AMERICAN LIBRARIES

Salome Cutler Fairchild

OUTLINE OF MODERN LIBRARY MOVEMENT IN AMERICA

WITH MOST IMPORTANT FOREIGN EVENTS

The modern library movement began about 1850, took on its strongest characteristics in 1876 and received a strong forward impulse in 1893.

Before 1850 there were in the United States only 423 public libraries of 1000 volumes or more; in 1900 there were 5383. [United States—Education, Bureau of. *Public, Society and School Libraries*. 1901. p. 923]

Under each year events are arranged as far as possible in chronologic order. State and local organizations are distinguished by an underline.

- 1638 Harvard University Library founded
- 1700 South Carolina provincial library law passed for the encouragement of parochial libraries established by Rev. Thomas Bray
- 1731 Library Company of Philadelphia founded by Benjamin Franklin; characterized by him as the "mother of all the North American subscription libraries"
- 1796 New Jersey State Library founded
- 1800 Library of Congress founded
- 1807 Boston Athenaeum founded
- 1818 New York State Library founded
- 1820 New York Mercantile Library founded
- 1833 Peterboro (N. H.) Public Library founded
- 1835 New York school district library law passed; the first recognition of the principle of taxation for support of public libraries
- 1837 Sir Anthony Panizzi became "keeper of printed books" at British Museum. [*Library Journal*, May 1879, 4: 163-65; Fagan, Louis. *Life of Panizzi*. 2v. Lond. 1880]
- 1841 *Cataloguing Rules* of the British Museum printed
- 1848 First edition of Poole's *Index* published; 154p. O. (Second edition, 1853, 10+521p. O)
Massachusetts passed library law allowing Boston to tax itself for support of public library
- 1849 New Hampshire passed library law allowing towns to tax themselves for support of libraries
Astor Library founded; a great endowed reference library, open to the public
- 1850 First free library act for Great Britain passed through the instrumentality of William Ewart
- 1852 Boston Public Library founded

- 1853 Second edition of Poole's *Index* published; 10+521p. O
First convention of librarians held in New York city; 53 delegates present. [*Norton's Literary Gazette*, Oct. 1853, 3:170-76; *Norton's Literary and Educational Register*, 1854, p. 49-94; *Library Journal*, Aug.-Sep. 1886, 11:217-19; May 1902, 27:254-56]
- 1855 Charles Coffin Jewett appointed librarian of Boston Public Library
- 1868 Justin Winsor appointed superintendent of Boston Public Library
- 1871 Cincinnati Public Library opened on Sunday for first time
- 1872 Illinois free library law passed; copied subsequently by several states
- 1873 Dr William Frederick Poole appointed librarian of Chicago Public Library
- 1876 *Library Journal* established
American Library Association founded; first meeting held in Philadelphia
Public Libraries in the United States issued by Bureau of Education; included Cutter's *Rules for a Dictionary Catalogue*
Library Bureau established for manufacture of library supplies
First edition of Dewey's *Decimal Classification* published; 42p. O. (Sixth edition, 1899, 612p. O)
- 1877 First international conference of librarians held in London
Library Association of the United Kingdom founded. (Chartered in 1898 under the name Library Association)
- 1880 Publication of *American Catalogue* begun by Frederick Leypoldt
- 1884 Library school authorized by Columbia trustees
- 1885 New York (city) Library Club organized
- 1886 *Library Notes* established; edited by Melvil Dewey
- 1887 Columbia College School of Library Economy opened
- 1888 Melvil Dewey appointed secretary of University of the State of New York and director of New York State Library
- 1889 Columbia College School of Library Economy transferred to New York State Library; name changed to New York State Library School
Association of State Librarians organized as a section of the A. L. A. [*Library Journal*, May-June 1889, 14:278; *Public Libraries* Oct. 1900, 5:325]
University law of New York State passed
- 1890 New York (State) Library Association organized
Iowa Library Association organized
New Hampshire Library Association organized
Massachusetts Free Public Library Commission established

- Massachusetts Library Club organized
- New Jersey Library Association organized
- Pratt Institute Library School established
- 891 Wisconsin State Library Association organized
- Connecticut Library Association organized
- Maine Library Association organized
- Michigan Library Association organized
- Minnesota Library Association organized
- Chicago Library Club organized
- Indiana Library Association organized
- New Hampshire Board of Library Commissioners established
- Cocheco (N. H.) Library Club organized
- New York State Home Education Department established; traveling libraries sent to university extension centers
- Cutter's *Expansive Classification* published
- 892 Southern California Library Club organized
- Pennsylvania Library Club organized
- New York State passed new library laws more fully recognizing importance of libraries
- Drexel Institute Library School established
- Bibliographical Society (London) organized
- 893 Colorado Library Association organized
- A. L. A. exhibit made at World's Columbian Exposition, Chicago
- World's Library Congress held at Chicago
- General traveling libraries first sent out by New York State Home Education Department
- Connecticut Public Library Committee formed
- Newberry Library, Chicago, opened
- Department of Library Science of Armour Institute established
- 894 Library Association of Washington City organized. (Name changed to District of Columbia Library Association, Mar. 13, 1901)
- Vermont Library Association organized
- Rhode Island librarians made eligible to membership in Massachusetts Library Club
- Catalog of "A. L. A." Library completed
- 895 Astor and Lenox Libraries and Tilden trust consolidated to form New York Public Library, Astor, Lenox and Tilden Foundations
- New building of Boston Public Library opened

- Papers prepared for the American Library Association for its Annual Meeting held at the Columbian Exposition, 1893* ("World's Fair Papers") issued by United States Bureau of Education
- Vermont Free Library Commission established
- California Library Association organized
- Ohio Library Association organized
- Ohio State Library Commission established
- Nebraska Library Association organized
- Wisconsin Free Library Commission established
- Library section of Wisconsin Teachers Association organized
- Milwaukee Library Round Table organized
- Institut International de Bibliographie (Brussels) founded
- 1896 Bibliographic conference held in London. [*Library Journal*, Nov. 1896, 21: 499-500]
- National institutions in England (including British Museum) opened on Sunday for first time
- Library section of National Educational Association organized
- Public Libraries* established
- Library conference held in Melbourne, Australia
- Library Association of Australasia founded
- Illinois State Library Association organized
- Western Pennsylvania Library Club organized
- North Wisconsin Traveling Library Association organized
- 1897 New building of Chicago Public Library opened
- New building of Library of Congress opened
- Library section of Illinois Teachers Association organized
- Second international library conference held in London
- Georgia Library Association organized
- Georgia Library Commission established
- Twin City Library Club (Minneapolis and St Paul) organized
- Department of Library Science of Armour Institute transferred to University of Illinois; name changed to University of Illinois State Library School
- 1898 Western Massachusetts Library Club organized
- Bay Path Library Club (Mass.) organized
- Library Club of Buffalo organized
- Fox River Valley Library Association of Wisconsin organized
- National Association of State Librarians organized as an independent and permanent organization. [*Library Journal*, Dec. 1898, 23: 668-69]

- New Jersey Traveling Library Commission established
- 899 Indiana State Library Commission established
- Maine State Library Commission established
- Library Art Club (New England) organized. [*Library Journal*,
Sep. 1899, 24: 521-23]
- Pennsylvania Library Commission established
- Colorado State Board of Library Commissioners established
- Kansas State Library Commission established
- Michigan State Library Commission established
- Minnesota Library Commission established
- Bibliographical Society of Chicago organized
- Herbert Putnam appointed librarian of Congress
- 900 Iowa State Library Commission established
- Bibliothekarinnenschule established in Berlin
- A. L. A. exhibit made at Paris Exposition
- International Congress of Librarians held in Paris
- New building of Providence Public Library opened
- Long Island Library Club organized
- Bureau of Library Information instituted by General Federation of
Women's Clubs
- Verein Deutscher Bibliothekare founded. [*Library Journal*, July
1900, 25: 334-35]
- Ontario Library Association (Toronto) organized
- Cape Cod Library Association (Mass.) organized
- Missouri Library Association organized
- Kansas State Library Association organized
- Building of Wisconsin State Historical Society opened
- 1901 Andrew Carnegie's gifts to libraries, from June 1, 1900 to July 1,
1901, aggregated \$13,704,700, the most notable gifts being
\$5,200,000 to New York city and \$1,000,000 to St Louis
- New York Free Circulating Library merged in New York Public
Library
- Eastern Maine Library Club organized
- Idaho Library Commission established
- Tōheki*, official organ of the Kansai Bunko Kyōkai, or Western
Library Association (Japanese) established
- New building of Newark (N. J.) Free Public Library opened
- Nebraska Public Library Commission established
- Washington State Library Commission established
- Keystone State Library Association (Pa.) organized

Delaware State Library Commission established

A. L. A. exhibit made at Pan-American Exposition, Buffalo

Net price system for books established

Cooperative cataloguing becomes established fact through issue by

Library of Congress of printed catalogue cards

Nashville (Tenn.) Library Club organized

1902 New York State Library School limits applicants for admission to
graduates of registered colleges

East St Louis (Ill.) Library Club organized

Maryland Library Commissions established

Brooklyn Library and Brooklyn Public Library consolidated

Tennessee Library Association organized

Illinois State Library Association incorporated

Texas Library Association organized

Andrew Carnegie gives \$100,000 to A. L. A. Publishing Board

West Tennessee Library Club organized

027 HISTORY OF LIBRARIES

027.073 AMERICAN LIBRARIES

Salome Cutler Fairchild

PRESIDENTS OF AMERICAN LIBRARY ASSOCIATION

1876-1902

1 Justin Winsor	1876-85	11 John Cotton Dana	1895-96
2 William Frederick Poole	1885-87	12 William Howard Brett	1896-97
3 Charles Ammi Cutter	1887-89	13 Justin Winsor	July-Oct. 1897
4 Frederick Morgan Crunden	1889-90	14 Herbert Putnam	Jan.-July 1898
5 Melvil Dewey Sep. 1890-July 1891		15 William Coolidge Lane	1898-99
6 Samuel Swett Green July-Nov. 1891		16 Reuben Gold Thwaites	1899-1900
7 William Isaac Fletcher	1891-92	17 Henry James Carr	1900-1
8 Melvil Dewey	1892-93	18 John Shaw Billings	1901-2
9 Josephus Nelson Larned	1893-94	19 James Kendall Hosmer	1902-
10 Henry Munson Utley	1894-95		

17 presidents, 19 terms of office
 No conference 1878, 1880, 1884
 Conference of 1888 special, not
 general meeting

Justin Winsor

Life 1831-97
 Library service 1868-97

Biographic sketches

Library Journal, Nov. 1897, 22 : 689 (portrait opposite p. 677)

Harvard Graduates' Magazine, Dec. 1897, 6 : 182-88 (W: C. Lane)
 188-91 (W: H. Tillinghast) (with portrait)

College connection

Entered Harvard with class of 1853

Studied bibliography and history at Paris and Heidelberg

B. A. Harvard 1868

LL.D. University of Michigan 1887, Williams 1893

Library positions

Trustee Boston Public Library 1867-68

Superintendent Boston Public Library 1868-77

Librarian Harvard University 1877-97

A. L. A. offices

President 1876-85, July-Oct. 1897 ; presided at second international
 library conference, London 1897

Councilor 1885-97

Attended annual meetings 1876-87, 1889

Important publications

Reader's Handbook of the American Revolution, 1761-1783

Editor Harvard University—Library. *Bibliographical Contributions*
1-52

Narrative and Critical History of America

Most important of numerous historical works.

Work on other lines

President American Historical Society; vice president Massachusetts Historical Society; member American Antiquarian Society and American Philosophical Society; honorary correspondent member Royal Geographical Society of London; honorary member Royal Society of Canada

William Frederick Poole

Life 1821-94
Library service 1847-94

Biographic sketches

Library Journal, Aug. 1887, 12: 281-83 (with portrait)

Bibliotheca Sacra, Ap. 1900, 57: 282-302 (Z. S. Holbrook)

College connection

B.A. Yale 1849

L.L.D. Northwestern University 1882

Library positions

Assistant librarian Brothers in Unity, Yale College 1847, librarian 1848-49

Assistant librarian Boston Athenaeum 1851-52

Librarian Boston Mercantile Library 1852-56

Librarian Boston Athenaeum 1856-69

Expert in organization of Bronson Library, Waterbury Ct., naeum Library, St Johnsbury Vt., Newton (Mass.) Public Library, Easthampton (Mass.) Public Library, United States Naval Academy Library, Annapolis Md. 1869

Librarian Cincinnati Public Library 1869-73

Librarian Chicago Public Library 1873-87

Librarian Newberry Library, Chicago 1887-94

A. L. A. offices

President 1885-87 Milwaukee and Thousand Islands

Councilor 1887-94

Attended annual meetings 1876-87, 1889-93, and first convention of librarians in New York 1853

Important publications

Index to Subjects in Reviews and other Periodicals. 154p. O. 1848

Index to Periodical Literature. 531p. O. 1853

With W. I. Fletcher, ed. 3 of *Index*. 1882; first *Supplement to Index*. 1888

Works on historical subjects

Work on other lines

President American Historical Society; member American Antiquarian Society and Essex County Institute; corresponding member of several state historical societies

Charles Ammi Cutter

Life 1837-

Library service 1858-

College connection

B. A. Harvard 1855

Harvard Divinity School 1859

Library positions

Librarian Harvard Divinity School 1858-59

Assistant Harvard University Library 1861-68

Assistant Boston Public Library 1867-68

Librarian Boston Athenaeum 1869-93

Librarian Forbes Library, Northampton Mass. 1894-

A. L. A. offices

President 1887-89 Catskills and St Louis

Councilor 1889-1902

Attended annual meetings 1876-94, 1896, 1898-1900, 1902

Important publications

Rules for a Dictionary Catalogue

Expansive Classification. 1891-

Editor *Library Journal.* 1881-93. v. 6-18

Frederick Morgan Crunden

Life 1847-

Library service 1877-

Graphic sketch

National Cyclopaedia. 1896. 6:483

College connection

B. A. Washington University, St Louis 1868

Early occupation

Teacher in St Louis public schools 1868-71, in Washington University 1872-76

Library position

Librarian St Louis Public Library 1877-

A. L. A. offices

President 1889-90 Fabyans
 Councilor 1881-83, 1886-87, 1890-95, 1898-
 Attended annual meetings 1879, 1883, 1886-87, 1889-90, 1892-1902

Important publications

Function of a Public Library and its Value to the Community
The Free Public Library, its uses and value
The School and the Library
 Articles on educational and sociologic subjects

Work on other lines

Member St Louis Artists' Guild, Missouri Historical Society, St Louis Academy of Science, executive committee Missouri Civil Service Reform Association, secretary of committee that framed new charter for Board of Education, St Louis

Samuel Swett Green

Life 1837-
 Library service 1871-

Biographic sketch

Library Journal, Aug. 1891, 16: 233 (with portrait)

College connection

B. A. Harvard 1858
 Harvard Divinity School 1864

Early occupations

Bookkeeper in Mechanics National Bank and teller in National Bank, Worcester Mass.

Library positions

Member board of directors Worcester (Mass.) Free Public Library 1867-71
 Librarian Worcester (Mass.) Free Public Library 1871-
 Member Massachusetts Free Public Library Commission 1890-

A. L. A. offices

President July-Nov. 1891 San Francisco (completing the term of Melvil Dewey)
 Councilor 1885-87, 1891-95
 Attended annual meetings 1876-87, 1889-94, 1896-97, 1899, 1902

Important publications

- Numerous articles and addresses on the relation of the public library to the public schools, Sunday opening of libraries, etc.

Work on other lines

Member American Antiquarian Society, American Historical Association, American Archaeological Institute, National Geographic Society, New England Historic Genealogical Society, Colonial Society, Bunker Hill Monument Association and Society of Descendants of Colonial Governors; corresponding member Wisconsin Historical Society; fellow American Geographical Society and Royal Historical Society of Great Britain

William Isaac Fletcher

Life 1844-
Library service 1861-

College connection

Honorary M. A. Amherst 1884

Library positions

Assistant Boston Athenaeum 1861-66
Librarian Bronson Library, Waterbury Ct. 1869-72
Librarian Lawrence (Mass.) Public Library 1872-74
Assistant librarian Watkinson Library, Hartford Ct. 1874-83
Librarian Connecticut Historical Society, Hartford Ct. 1874-83
Librarian Amherst College 1883-
Director Department of Library Economy Sauveur Summer School, Amherst Mass. 1891-

A. L. A. offices

President 1891-92 Lakewood
Councilor 1892-1902
Member Publishing Board 1886-
Attended annual meetings 1877-79, 1883-94, 1896-1902

Important publications

Editor (with Poole) *Index to Periodical Literature*. Ed. 3. 1882, also *First Supplement to Index*. 1888
Editor *Second and Third Supplements to Index*. 1893 and 1897
Editor *A. L. A. Index to General Literature*
Public Libraries in America
Alphabetical Index to the Catalogue of the Library of the late George Brinley
Editor (with R. R. Bowker) *Annual Literary Index*, 1892-

Melvil Dewey

Life 1851-
Library service 1872-

Biographic sketches

The Library, Oct. 1901, ser. 2, 2: 337-40 (with portrait)

Pratt Institute Monthly, Dec. 1899, 8: 28-29 (M.. W. Plummer)

College connection

B.A. Amherst 1874

LL.D. Syracuse University and Alfred University 1902

Library positions

Acting librarian Amherst College 1872-76

Chief librarian Columbia College 1883-88

Director New York State Library and Home Education 1888-

Professor library economy Columbia College 1884-88

Director New York State Library School 1887-

A. L. A. offices

President 1890-91 (resigned July 1891 before San Francisco meeting) 1892-93 Chicago

Councilor 1891-1901, 1902-

Secretary 1876-90, 1897-98

Member Publishing Board 1886-

Attended annual meetings 1876-81, 1883-90, 1892-94, 1897-1901

Important publications

Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library. 42p. O. 1876

Decimal Classification and Relative Index. Ed. 6. 612p. O. 1897

Library School Rules

Librarianship as a Profession for College bred Women

Editor *Library Journal*. 1877-80. v. 1-5

Editor *Library Notes*. 1887-98

American editor *The Library* (quarterly, London) 1900-. ~~See~~
v. 1-

Editor *Papers prepared for the American Library Association for the Annual Meeting held at the Columbian Exposition, 1893* ("Washington Fair Papers")

Associate editor *Spelling*. 1887-95

Editor *Metric Bulletin* and *Metric Advocate*. 1876-83

Editor *Bulletin of the Spelling Reform Association*. 1876-86

Editor *Readers and Writers Economy Notes*. 1879-83

Work on other lines

Secretary University of the State of New York 1888-99

Josephus Nelson Larned

Life 1836-
Library service 1877-97

Early occupations

Superintendent of education, Buffalo 1872-73
Journalism

Library positions

Superintendent Buffalo Library and Buffalo Public Library 1877-97
Member of board of managers and chairman of library committee
of Buffalo Historical Society 1895-

A. L. A. offices

President 1893-94 Lake Placid
Councilor 1886-87, 1892-
Chairman A. L. A. committee on selection of books for *Catalog of*
"A. L. A." Library 1892-93
Attended annual meetings 1879-88, 1892, 1894-98, 1900

Important publications

Editor *Literature of American History*
History for Ready Reference

Henry Munson Utey

Life 1836-
Library service 1885-

College connection

B. A. University of Michigan 1861

Early occupation

Journalism

Library position

Librarian Detroit Public Library 1885-

A. L. A. offices

President 1894-95 Denver
Councilor 1887-92, 1895-1900, 1901-
Attended annual meetings 1885-87, 1889-98, 1900-1

John Cotton Dana

Life 1856-
Library service 1890-

College connection

B. A. Dartmouth 1878

Early occupations

Law

Engineering

Library positions

Librarian Denver (Col.) Public Library 1890-97

Librarian Springfield (Mass.) City Library Association 1898-1901

Librarian Newark (N. J.) Free Public Library 1902-

A. L. A. offices

President 1895-96 Cleveland

Councilor 1891-92, 1896-1901

Attended annual meetings 1891-92, 1894-98, 1900-2

Important publications*Public Library Hand-book, Denver**Library Primer***William Howard Brett**

Life 1846-

Library service 1884-

Biographic sketch*Library Journal*, Oct. 1896, 21: 455-56 (portrait opposite p. 439)**College connection**

Partial courses University of Michigan and Adelbert College, Western Reserve University

M.A. Hiram College

Early occupations

Service in Civil War

Bookselling

Library position

Librarian Cleveland Public Library 1884-

A. L. A. offices

President 1896-97 Philadelphia

Councilor 1886-96, 1898-

Attended annual meetings 1885-86, 1890, 1892-1902

Important publication*Cumulative Index.* 1897-99. v. 1-3**Work on other lines**

Member Rowfant Club

Herbert Putnam

Life 1861-
Library service 1884-

Biographic sketch

Library Journal, Feb. 1895, 20:66; Mar. 1899, 24:97 (with portrait)

College connection

B.A. Harvard 1883
Lit.D. Bowdoin 1898
Partial course Columbia Law School

Early occupation

Law

Library positions

Librarian Minneapolis Athenaeum 1884-87
Librarian Minneapolis Public Library 1887-91
Librarian Boston Public Library 1895-99
Librarian of Congress 1899-

A. L. A. offices

President Jan.-July 1898 Lakewood (completing the term of Justin Winsor)
Councilor 1895-
Attended annual meetings 1886, 1889, 1896, 1898-99, 1901-2

Important publications

Valuable articles in the *Atlantic Monthly*, *North American Review*, *Forum*, *Outlook* and *Educational Review*

William Coolidge Lane

Life 1859-
Library service 1881-

College connection

B.A. Harvard 1881

Library positions

Assistant Harvard University Library 1881-87
Assistant librarian Harvard University 1887-93
Librarian Boston Athenaeum 1893-98
Librarian Harvard University 1898-

A. L. A. offices

President 1898-99 Atlanta
Councilor 1894-
Member Publishing Board 1886-
Attended annual meetings 1885-86, 1890, 1892-93, 1896, 1897, 1898, 1899, 1900, 1902

Important publications

Editor Harvard University—Library. *Bibliographical Contributions*
 20, 24, 26, 29, 34, 36, 40, 45
 Compiler *Dante Bibliography*
Index to the Subject Catalogue of Harvard College Library

Work on other lines

Librarian of the Dante Society, Cambridge Mass. 1888–

Reuben Gold Thwaites

Life 1853–
 Library service 1885–

College connection

Postgraduate work Yale 1874–76

Early occupation

Journalism

Library positions

Assistant secretary Wisconsin State Historical Society, Madison
 1885–86

Secretary and superintendent Wisconsin State Historical Society
 1887–

Member Wisconsin Free Library Commission 1895–

A. L. A. offices

President 1899–1900 Montreal

Attended annual meetings 1889, 1893–94, 1896, 1898–1901

Important publications

Editor of all publications of Wisconsin State Historical Society

Cooperated in the A. L. A. *List of Books for Girls and Women* and
their Clubs, also in Larned's *Literature of American History*

Author of many historical works

Editor *Jesuit Relations*

Work on other lines

University extension lecturer on American history, University
 Wisconsin

Henry James Carr

Life 1849–
 Library service 1886–

College connection

Partial law course at University of Michigan. (Admitted to Michigan bar 1879, never practised)

Early occupations

Accountant and cashier in commercial and railroad offices 1867-86

Library positions

Librarian Grand Rapids (Mich.) Public School Library 1886-90

Librarian St Joseph (Mo.) Free Public Library 1890-91

Librarian Scranton (Pa.) Public Library 1891-

A. L. A. offices

President 1900-1 Waukesha

Councilor 1896-1901

Treasurer 1886-93

Recorder 1893-95

Secretary 1898-1900

Attended annual meetings 1879-90, 1892-1902

John Shaw Billings

Life 1837-
Library service 1864-

Biographic sketch

Library Journal, Feb. 1896, 21: 63-65 (portrait opposite p. 51)

College connection

B.A. Miami University 1857

M.D. Medical College of Ohio 1860, Munich 1889, Dublin 1892

LL.D. Edinburgh 1884, Harvard 1886, Budapest 1896, Yale
1901, Johns Hopkins 1902

D. C. L. Oxford 1889

R. C. P. I. 1892

R. C. S. I. 1892

Early occupation

Surgeon United States Army 1861-95

Library positions

Librarian United States Surgeon General's Office Library, Washington 1864-96

Director New York Public Library, Astor, Lenox and Tilden
Foundations 1896-

A. L. A. offices

President 1901-2 Magnolia

Councilor 1879-87

Attended annual meetings 1881, 1883, 1898-1900, 1902

Important publications

*Index-catalogue of the Library of the Surgeon General's Office,
United States Army*
National Medical Dictionary
Ventilation and Heating
*Report on Vital and Social Statistics in the United States at the 11th
Census, 1890*

Work on other lines

Professor of hygiene, University of Pennsylvania 1893-96; member
of about 15 societies and honorary member of 28 others; curator
Army Medical Museum and Library, Washington 1883-92;
director Laboratory of Hygiene, University of Pennsylvania
1892-96; vice chairman Carnegie Institution 1902-

James Kendall Hosmer

Life 1834-
Library service 1892-

Biographic sketch

Library Journal, Oct. 1896, 21: 457

College connection

B.A. Harvard 1855
Ph.D. University of Missouri 1877
LL.D. Washington University, St Louis 1897

Early occupations

Pastor First Church, Deerfield Mass. 1860-66
Corporal of Color Guard, 52d regiment Massachusetts volunteers,
19th army corps
Professor rhetoric and English literature, Antioch College 1866-72
Professor English and history, University of Missouri 1872-74
Professor English and German literature, Washington University
1874-92

Library positions

Trustee St Louis Public Library 1886-92
Librarian Minneapolis Public Library 1892-

A. L. A. offices

President 1902-
Councilor 1900-
Attended annual meetings 1893-94, 1896-1902

Important publications

Short History of German Literature

Story of the Jews (Story of the Nations Ser.)

Young Sir Henry Vane

History of the Louisiana Purchase

Also numerous other historical works

Work in other lines

Member Minnesota Historical Society

028 SELECTION OF BOOKS
PERIODICALS USEFUL FOR BOOK REVIEWS

Salome Cutler Fairchild

General and literary

- American Monthly Review of Reviews**, 1891-date. v. 3-date, illus. sq. O. N. Y. 1891-date. Rev. of Rev. Co. \$2.50
 052 R321
 v. 1-2, 1890, were identical with the English edition of *Review of Reviews*.
- Atlantic Monthly**; devoted to literature, science, art and politics. v. 1-date, O. Bost. 1858-date. Houghton \$4 051 At6
- Book Buyer**; a review and record of current literature. v. 1-date, O. N. Y. 1867-date. Scribner \$1.50 015.73 B64
 Not published between 1877 and 1884.
- Book News**; a monthly survey of general literature. v. 1-date, illus. Q. Phil. 1883-date. Wanamaker 50c 051 qB64
- Bookman**; an illustrated magazine of literature and life, 1895-date. v. 1-date, illus. Q. N. Y. 1895-date. Dodd \$2 051 qB641
- Catholic World**; a monthly magazine of general literature and science, 1865-date. v. 1-date, O. N. Y. 1865-date. Catholic World \$3 205 C28
- Critic**; an illustrated monthly review of literature, art and life, 1881-date. v. 1-date, illus. v. 1-32, Q; v. 33-date, O. N. Y. 1881-date. Putnam \$2 051 C86
 v. 1-2, fortnightly; v. 3-32, weekly; v. 33-date, monthly.
- Dial**; a semi-monthly journal of literary criticism, discussion and information. v. 1-date, Q. Chic. 1881-date. Dial Co. \$2 051 qD54
 v. 1-12, monthly.
- Harper's Monthly Magazine**, 1850-date. v. 1-date, illus. O. N. Y. 1850-date. Harper \$4 051 H23
- Harper's Weekly**; a journal of civilization, 1857-date. v. 1-date, illus. v. 1-46, no. 2375, F^a; v. 46, no. 2376-date, F^a. N. Y. 1857-date. Harper \$4 071
- Literary World**, 1870-date. v. 1-date, sq. F. Bost. 1870-date. Hames \$1 051 qL711
 v. 1-9, monthly; v. 10-31, no. 5, fortnightly; v. 31, no. 6-date, monthly.
- Nation**; a weekly journal devoted to politics, literature, science and art, 1865-date. v. 1-date, sq. F. N. Y. 1865-date. Nation \$3 071 qN21
- New York Times**; **Saturday Review of Books and Art**, Jan. 2, 1897-date. F^a. N. Y. 1897-date. N. Y. Times \$1 051 fN42

- New York Tribune Illustrated Supplement**, May 30, 1897-date.
v. 1-date, illus. F³. N. Y. 1897-date. Tribune \$2 051 fN422
Weekly.
- Outlook**, July 1893-date. v. 48-date, illus. v. 48-54, F; v. 55-date, O.
N. Y. 1893-date. Outlook Co. \$3 205 C4622
Weekly. Continuation of *Christian Union*, 1869-92.
- Poet-lore**; a quarterly magazine of letters, 1889-date. v. 1-date, O.
Bost. 1889-date. Poet-lore Co. \$2.50 821 P73
Jan. 1889-Oct. 1896, monthly.
- Sun**; Sunday, 1876-date. sq. F³. N. Y. 1876-date. Sun \$2
- Academy and Literature**, 1869-date. v. 1-date, v. 1-3, sq. Q; v. 4-date, sq. F. Lond. 1870-date. Academy 135 052 qAc1
Literature was incorporated with the *Academy* Jan. 18, 1902.
- Athenaeum**; journal of English and foreign literature, science, the fine arts, music and the drama. v. 1-date, v. 1-90, Q; v. 91-date, sq. F. Lond. 1828-date. Athenaeum 135 052 qA4
Weekly.
- Edinburgh Review**; or, Critical Journal for Oct. 1802-date.
v. 1-date, O. Lond. 1806-date. Longmans 6s 052 Ed4
Quarterly.
- Nineteenth Century and After**, Mar. 1877-date. v. 1-date, O. Lond. 1877-date. Low 30s 052 N62
- Saturday Review** of politics, literature, science and art. v. 1-date, F. Lond. 1856-date. Saturday Rev. 26s 072 qS68
- Spectator**; a weekly review of politics, literature, theology and art, July 1828-date. v. 1-date, F. Lond. 1828-date. Spectator 26s 072 qSp3
- Westminster Review**, 1824-date. v. 1-date, O. Lond. 1824-date. R. B. Johnson 30s 052 W52
v. 1-127, quarterly; v. 128-date, monthly.
- Revue des Deux Mondes**. v. 1-date, O. Par. 1831-date. *Revue des Deux Mondes* 62 fr 054 R42
Fortnightly.

Philosophy

- American Journal of Psychology**. v. 1-date, O. Worcester Mass. 1888-date. Louis N. Wilson \$5 105 Am3
Quarterly.
- Psychological Review**, 1894-date. v. 1-date, O. N. Y. 1894-date. Macmillan \$4 150 P95
Bimonthly.
- International Journal of Ethics**, devoted to the advancement of ethical knowledge and practice, Oct. 1890-date. v. 1-date, O. Phil. 1891-date. Internat. Jour. of Ethics \$2.50 170.5 In8
Quarterly. Succeeds *Ethical Record*.

Religion

- American Catholic Quarterly Review**, 1876-date. v. 1-date, O. Phil. 1876-date. Amer. Catholic Quar. Rev. \$4 205 Am3
American Journal of Theology, 1897-date. v. 1-date, O. Chic. 1897-date. Univ. of Chicago \$3 205 Am35
 Quarterly.

Sociology

- American Journal of Sociology**; bimonthly, July 1895-date. v. 1-date, O. Chic. 1896-date. Univ. of Chicago \$2 305 Am31
Journal of Political Economy. v. 1-date, O. Chic. 1893-date. Univ. of Chicago \$3 330.5 J821
 Quarterly.

- Political Science Quarterly**; a review devoted to the historical, statistical and comparative study of politics, economics and public law; ed. by the faculty of political science of Columbia University. v. 1-date, O. Bost. 1886-date. Ginn \$3 305 P75
Quarterly Journal of Economics. v. 1-date, O. Bost. 1887-date. G. H. Ellis \$3 330.5 Q2
 Published for Harvard University.

- Economic Journal**; the journal of the British Economic Association. v. 1-date, Q. Lond. 1891-date. Macmillan 5s 330.5 qEc7
 Quarterly.

- Economic Review**; published quarterly for the Oxford University branch of the Christian Social Union. v. 1-date, O. Lond. 1891-date. Rivington 10s 330.5 Ec71
Yale Review; a quarterly journal for the scientific discussion of economic, political and social questions, May 1892-date. v. 1-date, O. New Haven 1893-date. Tuttle, Morehouse \$3 305 Y1
 Succeeds *New Englander and Yale Review*.

- Educational Review**; monthly, Jan. 1891-date. v. 1-date, O. N. Y. 1891-date. Educ. Rev. \$3 370.5 Ed 82
Journal of American Folk-lore. v. 1-date, illus. O. Bost. 1888-date. Houghton \$3 398 J82
 Quarterly.

Science

- Journal of the Franklin Institute**; devoted to science and the mechanic arts, 1826-date. v. 1-date, illus. O. Phil. 1826-date. Franklin Inst. \$5 605 I6
 Monthly continuation of *American Mechanics' Magazine*.
Popular Science Monthly, 1872-date. v. 1-date, illus. O. N. Y. 1872-date. Science Press \$3 505 N2

Science; a weekly journal devoted to the advancement of science, publishing the official notices and proceedings of the American Association for the Advancement of Science, 1883–date. v. 1–date, v. O; v. 10–23, F; v. 24–date, Q. N. Y. 1883–date. Macmillan

505

Knowledge; an illustrated magazine of science, literature and v. 1–date, illus. Q. Lond. 1882–date. Knowledge 7s 6d 505
v. 1–8, weekly; v. 9–date, monthly.

Nature; a weekly journal of science, 1869–date. v. 1–date, illus. Lond. 1870–date. Macmillan 1£ 8s 505

History

American Historical Review; quarterly, Oct. 1895–date. v. 1–Q. N. Y. 1896–date. Macmillan \$4 973 q/

English Historical Review; quarterly, 1886–date. v. 1–date, v. O; v. 3–date, Q. Lond. 1886–date. Longmans 5s 905

Geography

Geographical Journal, including the proceedings of the Royal Geographical Society, 1893–date. v. 1–date, maps, O. Lond. 1 date. Royal Geog. Soc. 2s 910.5

Scottish Geographical Magazine, 1885–date. v. 1–date, maps, O. Edin. 1885–date. Royal Scottish Geog. Soc. 1s 6c 910.5

Monthly.

028 SELECTION OF BOOKS

028.2 PRINCIPLES OF BOOK ANNOTATION

Salome Cutler Fairchild

A book note is a characterization of a book for purposes of selection on the part of readers or librarian.

The object of a reader's note is to help each reader who may meet the book in the library to decide whether he wishes to read it.

The object of a librarian's note is to help the librarian to decide whether it is wise to add a certain book to his collection, and also to what groups of people or particular individuals the book will appeal.

The reader's book note, therefore, must be written from the standpoint of the reader, the librarian's book note from the standpoint of the librarian. The two notes for the same book will consequently often be different in form, in spirit and in substance.

The reader's book note should be descriptive, appealing and sometimes critical. The critical element should always be subordinated.

The librarian's book note should be descriptive and critical. An attempt to combine the objects sought in a reader's book note and a librarian's book note is likely to result in a note which is appropriate to neither. Both, however, should be fair and discriminating and based on definite knowledge of the book.

The following statement of a few principles that should guide the writer of reader's book notes assumes that all the books for which notes are written are both of *interest* and of *value* to at least part of the readers.

The writer of a reader's book note must grasp what is vital in the book discriminating between the essential and the immaterial; he must decide not only intellectually but sympathetically to what people the book will appeal; finally he must describe the book so as to reproduce its atmosphere and spirit and make the people to whom it belongs, i. e. to whom it naturally appeals, want to read it. This come-and-read-me air will at the same time attract those to whom the book belongs and save the people who do not like that kind of a book from reading it. The note should as a rule be written for the people to whom the book will appeal, not primarily to discourage those who ought to be warned against it. In other words the quality of the note should be positive not negative.

The following note on Mrs Oliphant's *Jean D'Arc* is strictly truthful and suits the readers who would find Francis Lowell's *Joan of Arc* useful, but it ought to be made to suit the class who would not care for Lowell and who would find Oliphant much more to their purpose. "A gracefully written, but somewhat hysterical biography of the Maid of Orleans. Strives to combine fact with picturesqueness, but does not succeed in giving an accurate or well balanced account of the period or of

the character. Sympathetic in the main, it is a much slighter and less profitable work than Lowell's." A more satisfactory note would be "A life of Joan of Arc from the standpoint of the enthusiastic admirer; not so reliable or scholarly as the life by Lowell but charmingly written and perhaps more interesting to most readers."

It is unbecoming and quite apart from his function for the writer of a book note to take sides in any mooted question. Compare the following note on Kropotkin's *Fields, Factories and Workshops*: "Contains some interesting chapters on agriculture, and one on education; but his ideal, that each nation should be her own agriculturist and manufacturer, and sufficient unto herself *seems both impracticable and undesirable*" with "A plea for the decentralization of industries, the combination of trades with agriculture, of brain work with handiwork. Fortified by practical examples from personal investigation, those drawn from agriculture being especially strong. Its genuine enthusiasm and temperate statements will win the interest of the most skeptical."

Reader's book notes fail of their purpose if run in a mold. Set phrases are very undesirable. With them it is impossible to give the spirit of a variety of books. Originality and diversity are important characteristics.

The style and language of the note should fit the character of the book. "An elementary investigation of the structure and habits of the bee" is a perfectly truthful statement regarding Morley's *Bee People*, but the statement is so inappropriately worded that it gives an entirely false idea of the book. Contrast it with the following, intended for the use of children: "All about the bees—queen bee, workers and drones. Tells about their 12,603 eyes, the way they get the honey from the deep flowers, the way they comb their hair and the way they feed the baby bees." Simple Anglo-Saxon words seem to fit best a book written in a simple style. "The formation, characteristics and habits of the honeybee" is not so suitable a description of *Bee People* for an adult as "A book telling about bees, how they are made, what they do and how they should be treated."

In writing a note for a book which is hazy and dreamy, and poetic in style, make sure that in trying to give the atmosphere of the book you do not make your note itself hazy and dreamy. A note for this style of book, as for every other, should give the reader a *clear* idea of the book. One is likely to fall into this mistake in writing a note for a book like Maeterlinck's *Wisdom and Destiny*.

In writing a reader's book note for a public library make sure that it not only gives a clear and appropriate idea of the book, but also that it is likely to strike the ordinary everyday reader favorably. Avoid such a note as the following for *Wisdom and Destiny*: "An individual philosophy of life which is rare, delicate and fragile, beautiful as a floating

mist." It is a very pretty note, and perhaps gives a fair idea of the book and might not be an unsatisfactory note for a select body of readers, but it would surely strike the average reader in a public library as lacking in good sense. Prefer e. g. "A philosophy of life essentially happy in its conception, centering in the thought that destiny can not utterly destroy the wise. Somewhat mystical and elusive but always healthy and lofty in tone and full of poetic beauty."

It is very important to begin a note in such a way as to attract the reader. Hyde's *God's Education of Man* is a book that appeals to many readers. A majority of those who read the first words of the following note would scarcely go any further. "Sin, redemption and sanctification are the subjects of the three main chapters in which vital principles in the old theology are made the basis of the reorganized faith in harmony with scientific thought." Those who would care for the book would be more likely to read it if it were introduced to them by such a note as "A practical book stating the commanding doctrines of religious life and thought in forms that appeal to the experience of men of today. Not at all controversial in spirit, deeply religious in tone and stimulating in its effect on thought and action, it will appeal to readers of widely differing views."

In issuing a book there are three ways in which an author uses his material which has been previously printed in magazines.

- 1 A direct reprint; e. g. Eliot's *Educational Reform*
- 2 Rewritten matter, using material of the article
- 3 Issuing in book form matter printed in parts in a magazine

1 should be mentioned in the book note; for 2 and 3 it is not necessary. The reader has a right to expect to find a subject treated with the unity of a book unless told that he will find the disconnected treatment of a collection of addresses on the same general subject. Some readers would prefer the disconnected treatment of magazine articles.

Do not repeat what is expressed in the title unless for clearness or emphasis.

A note for fiction should not give the plot or story.

For a book suited to the general reader, avoid unusual words. Do not use such an expression as "his knavery being extrinsic rather than intrinsic" or "details his life history, dwelling particularly on causative facts."

Avoid unusual and doubtful expressions in making quotations even though the author of the review is a good authority. For example, Lyman Abbott, in reviewing the *Life of Henry Drummond* by Smith says, "So vital a man," meaning apparently virile, or a man with so much vitality. It is an uncommon use of the word "vital" and might

strike the reader unpleasantly. Avoid for the same reason, "weaved a web," taken from one of the best reviews.

When good critics disagree do not decide. Some critics say that Cable's *Strong Hearts* is equal to his earlier stories; others that it is inferior. It is inappropriate to attempt to settle this question in a book note.

Reread your own notes to make sure that the participles fit the nouns to which they refer. It is easy if the participle and noun are in different parts of the sentence not to notice that they do not belong together; e. g. "A strong romance of the second crusade, excellently told"; we tell a tale, but we do not tell a romance: or, "Voyage of a whaling vessel in the south seas told by one of the seamen"; we do not tell a voyage, but the story of a voyage.

028 SELECTION OF BOOKS

028.5 AIDS TO SELECTION OF BOOKS FOR CHILDREN

Compiled by Martha Thorne Wheeler

Burt, Mary Elizabeth. Literary Landmarks; a guide to good reading for young people, and teachers' assistant. 152p. D. Bost. 1889. Houghton 75c 028.5 B95

Uncommonly useful and suggestive. Discusses theory, instances books practically tested and gives book list with publishers, prices and occasional opinions from well known people.

Griswold, William McCrillis. Descriptive List of Books for the Young. 175p. Q. Camb. Mass. 1895. W: M. Griswold, paper \$1; cloth \$1.25 028.5 qG88

Classified, with descriptive notes of varying length, generally quoted from periodicals.

Hardy, George E. Five Hundred Books for the Young; a graded and annotated list. 94p. D. N.Y. 1892. Scribner 50c net 028.5 H22

Shorter and rather more select than Sargent list. Arranged under class, for grades 3 to 6. Gives title, author, illustrations, paging, publisher, price. Fact that compiler was a Roman catholic guaranties that books are free from anticatholic bias.

Sargent, John Frederick. Reading for the Young; a classified and annotated catalog with an alphabetical author-index. 121p. Q. Bost. 1890. Library Bureau, paper 75c; cloth \$1 028.5 qSa7

— — Supplement, with alphabetical author-index and subject-index to the complete work; comp. by M. E. and A. L. Sargent. p.122-225, Q. Bost. 1896. Library Bureau, paper 75c; cloth \$1 028.5 qSa72

New edition including both parts, 225p. \$1.50.

Arranged in order of *Decimal Classification*, without class numbers. Gives author, title, age letter and note, but neither publisher nor price. Includes references to *St Nicholas*, *Wide Awake* and *Youth's Companion*. Excludes the really objectionable, but is somewhat too hospitable to the mediocre. Convenient in form and of value as full list of older books.

Brief general lists

Albany, Children's Home Libraries. List of Books in Children's Home Libraries. 7 sheets D. Albany n.d. 5c 028.5
Catalogues of first six libraries.

Carnegie Library of Pittsburgh (Pa.)—Children's department. Home Library: finding lists. nar. T. Pittsburg n.d. 1c each 028.5
Catalogues of libraries 1-8 and 17. Notes addressed to children.

Columbian Reading Union. List of Books for the Young. 8p. O.

n.p. n.d. 10c. o.p.

028.5

Short list prepared for Roman catholic boys and girls by the Columbian Reading Union, 415 W. 59th st. N. Y. Of value in selecting books for home library groups or in other work where the importance of considering religious differences is obvious.

Hewins, Caroline Maria. Books for Boys and Girls. 31p. Tt.

Bost. 1897. Library Bureau 10c. (A. L. A. Annotated Lists) 028.5

Classified. Age letter, author, title, publisher, price, many notes.

Library lists**Boston—Public Library.** Selected List of Books for Younger Readers; revised to July 1898. Ed. 3. 67p. S. n.p. n.d. 1c

028.5

A supplementary list of six pages was issued September 1900.

Classified arrangement giving author, title and call number, followed by alphabetic title list.

Brookline (Mass.)—Public Library. List of Books for Boys and Girls, 1900. 128p. D. Brookline, Sep. 1900

028.5

Classified. Author, title, call number.

Buffalo (N. Y.)—Public Library. Interesting Books for Boys and Girls from 14 to 18 Years Old; selected and annotated by F. L. Rathbone and Mrs H. L. Elmendorf. 11p. O. Buffalo, Jan. 7, 1898. (Reading Lists on Special Topics, no. 3)

028.5

Call number, author, title, note. Arranged in order of *Decimal Classification*.**—** List of Books in the Children's Department. 35p. O. Buffalo, May 1898. 10c

028.5

Classified; author and title only.

Hartford (Ct.)—Public Library. Boys' and Girls' Books. Ed. 2 enl. 103p. O. Hartford 1895

028.5 H25

Classified. Author, title, call number. Contents often given; very few notes.

Milwaukee (Wis.)—Public Library. List of Picture Books for Very Little Folk. 7p. S. n.p. Oct. 1895. (Our Books, v. 1, no. 2)

028.5

85 titles. Title, author, illustrations, place, size, call number.

N. Y. (State)—Traveling Libraries Division. Finding Lists. no.

19, 20, 22, 23, 26, 28, 31, 34, 37, 42, 47, nar. T. Alb. 1895-1901

017.1 N4241

Children's libraries, 25 volumes each. Short cataloguing, publisher, price, *Abridged Decimal Classification* number, note. No. 47 issued on typewritten sheets.

Newark (N. J.)—Free Public Library. Special Number for Boys and Girls. O. Newark 1899–1902. (*in* Library News, Aug.–Sep. 1899, v.10, no. 8–9; Oct. 1900, v.11, no. 10; Ap.–June 1901, v.12, no. 4–6; Mar.–Ap. 1902, v. 13, no. 3–4) 028.5

Classified selection of children's books in the library, supplement to first selection, and author lists. Gives author, title and call number. Call numbers in author lists show Newark plan of classifying fiction by subject. Number for Mar.–Ap. 1902, arranged by authors, contains many books in the earlier lists with some additions.

Lists prepared for schools

Buffalo (N. Y.)—Public Library. Classroom Libraries for Public Schools, listed by Grades; to which is added a list of books suggested for school reference libraries. 134p.O. Buffalo, Feb. 1902. 31c 028.5

Author, title, publisher, price. Arranged alphabetically by authors under grades 1–9, and provided with alphabetic subject index giving references to analytics as well as books, and author title index.

Carnegie Library of Pittsburgh (Pa.) Graded and Annotated Catalogue of Books in the Carnegie Library of Pittsburgh for the Use of the City Schools. 317p. O. Pittsburg 1900 028.5 C21

Classified by subject under grades 1–9. Supplementary lists for teachers, on kindergarten, pedagogy and art. Gives author, title, call number and note. Author and title index.

Evanston (Ill.)—Free Public Library. Graded and Annotated List of the 500 Books in the School Libraries. 61p. O. Evanston 1902. 10c 028.5

Classified and subdivided by grades. Author, title, publisher, price, brief notes. Appended, lists of stories of adventure for boys, stories for girls from 12 to 18 and stories of Indians and cowboys, with call numbers. Author and title index.

Glens Falls (N. Y.)—Public Schools. Course in Reading and Literature. 33p.nar.T. n.p. 1896 028.5

Courses covering 12 school years and list of historical fiction arranged under countries by century. Gives author, title and prominent person or event.

N. Y. (State)—Library. Class List of a \$500 Library recommended for Schools. Ed. 3. p.956–1032, O. Alb. 1901. 15c. (Bibliography 30) 028.5 N421

Classified. Author, title, publisher, price, *Abridged Decimal Classification* number. Includes reference books and many books for teachers. List of recommended editions of books required in Regents courses in literature and supplementary reading list for English courses appended. The few notes are mainly on editions.

Osterhout Free Library, Wilkesbarre (Pa.) Teacher's Catalogue of Books suitable for Primary and Grammar Schools. 46p. T. Wilkesbarre 1893 028.5

Classified. Author, title, date, call number.

Providence (R. I.)—Public Library. Consolidated List of School Duplicates; part 1, annotated list in a single alphabet; part 2, volumes arranged by the separate grades. (*see its* Monthly Bulletin, Jan. 1898, 4: 9-26) o16 qP941 v.4

Price 2c. Author, title, call number, note. Includes many books written for adults but of value in connection with school work.

Wisconsin—Schools, State Sup't of. List of Books for High School Libraries. 151p. O. Madison 1900 o28.5

Classified, with indexes of titles and authors. Full description, publisher, list and net prices, notes.

— List of Books for Township Libraries. 344p. O. Madison 1902. 25C o28.5

Arranged under primary, intermediate and grammar grades, and subdivided by subject. Full description, publisher, list and net prices. Rather leisurely notes and frequent references to other books or chapters bearing on topic. Brief lists for teachers and farmers appended. Author and title index and alphabetic subject index Has much useful matter but arrangement is confusing.

Sunday school lists

Albany, Emmanuel Baptist Church. Catalogue of the Sunday School Library. 64p.O. Alb. 1901. 15c o27.8 Al1

Age letter and note. Author list and title index, 850 titles. Compiled by M. T. Wheeler, librarian and chairman of selection committee.

American Unitarian Association. Annual List of Books for Sunday-school and other Libraries, recommended by the ladies' commission on Sunday-school books. S. Bost. 1895-date. Amer. Unit. Ass'n, 25 Beacon st. o27.8

Consolidated lists issued for 1885-89 and 1890-94 now out of print. Authors and titles in one alphabet. Author, paging, publisher, price, age symbol and note given under title entry. Of much value to other denominations as well as unitarians.

Church Library Association. Catalogue of Books recommended for Sunday School Libraries and Parish Libraries. 110p. S. Camb. 1900 o27.8

Annual supplements. Address Secretary of Church Library Association, Cambridge Mass. sending 25c in stamps. Books read by committee of episcopalians; selection based on written reports. Arranged as books which bear directly on church life, history or doctrine and books recommended but not distinctly church books, each list being subdivided by classes. Full description, publisher, price, many notes.

Connecticut Ladies' Commission on Sunday School Books.

List of Books approved by the Sunday-school Book Commission of the Connecticut Congregational Club, including the general list revised to 1892 and the annual supplements. 47+8+10p. D. Hartford 1895. Hartford Seminary Press 10c o27.8 C76

Selection based on written reports. Arranged alphabetically by title. Gives author, paging, publisher, price, age letter, note.

Lists on special subjects

Hyatt, Bertha Evelyn. Biography for Young People. p.37-92, O.
Alb. 1901. 15c. (N. Y. State Library Bibliography 32) o16.92

Collective works alphabeted by authors; individual lives under biographees arranged alphabetically; classified list of subjects and index of authors and biographees. Full cataloguing, publisher, price, State Library call numbers and notes.

Olcott, Frances Jenkins. Fairy Tales for Children. p.339-64, O.
Alb. 1898. 5c. (N. Y. State Library Bibliography 13)

o16.3982O11

Mythology, folklore and fairy tales, subdivided by countries, and wondertales, picturesque and grotesque, arranged as collections and single stories. Full cataloguing, publisher, price, State Library call numbers and notes.



NEW YORK STATE LIBRARY BIBLIOGRAPHIES

Except no. 21, 23, 29, 30, 33 and 34 the following bibliographies have been prepared by students of the New York State Library School, on subjects of their own choice, as a condition of graduation. Gaps in the series show that the numbers omitted are replaced by later editions or for other reasons are out of print.

- 6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.
- 9-11 The Netherlands; Renaissance Art of 15th and 16th Centuries; History of Latter Half of 15th Century. 128p. Ap. 1898. 15c.
- 13 Fairy Tales for Children. 30p. June 1898. 5c.
- 14 Index to Subject Bibliographies in Library Bulletins to Dec. 31, 1897. 62p. Aug. 1898. 10c.
- 19 College Libraries in the United States. 52p. Dec. 1899. 10c.
- 20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.
- 21 Best Books of 1899. 28p. May 1900. 5c.
- 22 Domestic Economy. 144p. Jan. 1901. 20c.
- 23 Connecticut Local History. 114p. Dec. 1900. 15c.
- 24 New York Colonial History. 272p. Feb. 1901. 35c.
- 25 China and the Far East. 122p. Mar. 1901. 20c.
- 26-27 Fröbel and the Kindergarten; (with) 27 Reading List for Children's Librarians. 92p. May 1900. 15c. No. 27, *separately*, 5c.
- 28 Maine Local History. 148p. June 1901. 20c.
- 29 Best Books of 1900. 32p. July 1901. 10c.
- 30 Class List of a \$500 Library recommended for Schools. 82p. July 1901. 15c.

First two editions were printed as Extension (Home Education) bulletins 14-15.

Selection of books for reference and general reading. Editions have been carefully chosen with regard to print, paper, editing and cost.

- 31 Monopolies and Trusts in America. 38p. Oct. 1901. 10c.
- 32 Biography for Young People. 62p. Nov. 1901. 15c.
- 33 French Government Serials. 72p. Jan. 1902. 15c.
- 34 Best Books of 1901. 30p. June 1902. 10c.

LIBRARY SCHOOL BULLETINS

- 2 Library School Register 1887-96. 50p. Jan. 1898. 5c.
- 3 12th Annual Report of Library School 1898. 28p. 11. Ap. 1899. 5c.
- 4 Selected Reference Books. 70p. Oct. 1899. 10c.
- 5 Selected Subject Bibliographies. 50p. Nov. 1899. 5c.
- 6 13th Annual Report of Library School 1899. 30p. Dec. 1899. 5c.
- 7 Selected National Bibliographies. 34p. May 1900. 5c.
- 8 14th Annual Report of Library School 1900. 36p. Jan. 1901. 5c.
- 9 Handbook of New York State Library School, including Summer Course and Library Handwriting. 66p. Sep. 1901. 15c.
- 10 15th Annual Report of Library School. 28p. Mar. 1902. 5c.
- 11 Library School Register 1887-1901. 80p. June 1902. 15c.
- 12 Lecture Outlines and Problems. 66p. Oct. 1902. 15c.

New York State Library School

RELATIONS TO NEW YORK LIBRARY SYSTEM

While the University of the State of New York, incorporated May 1, 1784, is a supervisory and administrative, not a teaching body, the Library School is an essential factor in the new work undertaken by the University when reorganized in 1889. By the new University law the Regents are made distinctly responsible for the library interests of the State. New York led all the states in caring for that education which can be given to the people at large only through public libraries, by establishing in 1838 the district library system, an example followed by 20 other states.

Careful examination of the causes which led to the decline of the system 15 years later showed clearly that the comparative failure was due to lack of proper administration, and that if the taxpayers' money was to do its full work there must be systematic training in the elements of librarianship for those who were to carry on this important part of educational work. Such training could clearly be best and most economically given, not at a college, but in the State Library and in daily communication with the department intrusted with the administrative library work of the State. Thus in the library field the State is repeating its experience with the public schools, from which no satisfactory results could be had, in spite of great appropriations, till normal schools and academic training classes were established to prepare teachers for their work.

To meet this need, the library school which opened at Columbia University Jan. 5, 1887, was transferred Ap. 1, 1889, to the State Library at Albany, with its faculty and collections. Since the transfer the school has steadily increased its entrance requirements and the extent and thoroughness of its teaching.

Admission. Candidates must be graduates of registered colleges, of recognized fitness and character and not less than 20 years of age. They must pass examination in general literature, history and three years work in foreign languages, preferably French and German, unless these subjects have been satisfactorily covered by their college course.

Summer course. An elementary summer course intended for assistants and librarians of the smaller libraries who can not leave their positions for the full course is also given. For those engaged in library work in New York State the summer course is provided without charge as part of the work of the Home Education Department.

University of the State of New York

FEB 5 1903

CAMBRIDGE, MASS.

New York State Library

MELVIL DEWEY Director

Bulletin 77

LIBRARY SCHOOL 13

ENGLISH CATALOGUING RULES

Reprint of Library Association Series no. 5, London 1893, new set of print

USED IN LIBRARY SCHOOL COMPARATIVE CATALOGUING COURSE

PAGE	PAGE
New to English edition.....	149
British Museum.....	154
Bodleian Library.....	170
Library Association of the United Kingdom.....	180
Consolidated index.....	185

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UNIVERSITY OF THE STATE OF NEW YORK

1902

Price 10 cents

University of the State of New York

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1895	CHARLES R. SKINNER M.A. LL.D.					
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1897	TIMOTHY L. WOODRUFF M.A.	Lieutenant Governor, ex officio				
1899	JOHN T. McDONOUGH LL.B. LL.D.	Secretary of State, ex officio				
1900	THOMAS A. HENDRICK M.A. LL.D.	-	-	-	-	Rochester
1901	BENJAMIN B. ODELL JR LL.D.	Governor, ex officio				
1901	ROBERT C. PRUYN M.A.	-	-	-	-	Albany
1902	WILLIAM NOTTINGHAM M.A. Ph.D.	-	-	-	-	Syracuse
	<i>One vacancy</i>					

SECRETARY

Elected by Regents

1900 JAMES RUSSELL PARSONS JR M.A. LL.D.

DIRECTORS OF DEPARTMENTS

1888	MELVIL DEWEY M.A. LL.D.	<i>State Library and Home Education</i>
1890	JAMES RUSSELL PARSONS JR M.A. LL.D.	<i>Administrative, College and High School Dep'ts</i>
1890	FREDERICK J. H. MERRILL Ph.D.	<i>State Museum</i>

University of the State of New York

New York State Library

MELVIL DEWEY Director

Bulletin 77

LIBRARY SCHOOL 13

ENGLISH CATALOGUING RULES

Reprint of Library Association Series no. 5, London 1893, now out of print

USED IN LIBRARY SCHOOL COMPARATIVE CATALOGUING COURSE

NOTE TO ENGLISH EDITION

For obvious reasons no attempt is made to compare or criticize these rules. Those of the British Museum and Bodleian Library, although specially adapted to the needs of the great institutions for which they have been prepared, may be studied with advantage by students of scientific bibliography, and by the humblest cataloguer of a general library.

The rules of the Library Association have been designed to supply a simple code of the *essentials* of a good catalogue. They may be added to or elaborated to meet special requirements.

In this reprint the style of the University of the State of New York is followed in details not affecting subject matter: e.g. honor, center, instead of honour, centre; arabic instead of roman numerals, etc.

RULES FOR THE COMPILATION
OF THE
CATALOGUE OF PRINTED BOOKS IN THE LIBRARY OF
THE BRITISH MUSEUM¹

1 Titles to be written on slips, uniform in size. The entries of works in the collection of George the Third presented by George the Fourth to the nation to be distinguished by a crown.

2 Titles to be arranged alphabetically, according to the English alphabet only (whatever be the order of the alphabet in which a foreign name might have to be entered in its original language) under the surname of the author, whenever it appears printed in the title, or in any other part of the book. If the name be supplied in manuscript, the work must nevertheless be considered anonymous or pseudonymous, as the case may be, and the manuscript addition deemed merely a suggestion to which the librarian will attach such importance as he may think proper, on his own responsibility, in supplying the author's name between brackets, as hereafter directed.

In the alphabetical arrangement, initial prepositions, letters, or articles to be taken in connection with the rest of the name.

3 If more than one name occur in the title, by which it may appear that the work is the production of more than one person, the first to be taken as the leading name.

4 Sovereigns, or princes of sovereign houses, and saints, to be entered under their Christian or first name, *in their English form*.

Acts of the pope, as head of the church, to be entered under "Rome, Church of," with a subheading of the name of the pope. Acts by him as a temporal sovereign, to be entered under "States of the Church," and the name of the pope as a subheading. Acts of bishops, who, as such, are sovereign princes, to be entered under the name of their respective bishoprics.

5 Works of Jewish rabbis before 1700, as well as works of Oriental writers in general, to be entered under their first name.

¹These rules, by permission of the trustees, were published in the form here given in the late Mr Henry Stevens's *Catalogue of American Books in the British Museum* (1866), "as revised and classified down to July 1862." Several alterations have since been introduced and it is proposed to issue a revised edition when the printing of the general catalogue shall have been completed.
R. GARNETT

6 Works of friars, who, by the constitution of their order, drop their surname, to be entered under the Christian name; the name of the family, if ascertained, to be added in brackets. The same to be done for those known under their first name only, to which, for the sake of distinction, they add that of their native place, or profession, or rank. Patronymics, or denominations, derived from the ancestors or names of other persons, to be used as surnames.

7 The respondent or defender in a thesis to be considered its author, except when it unequivocally appears to be the work of the praeses.

8 When an author uses a Christian or first name only (either real or assumed), such name to be taken as a heading; and if more than one be used, the first to be preferred for the principal entry. The surname, or family name, when known, to be added in brackets after the first name.

9 Any act, resolution, or other document purporting to be agreed upon, authorized, or issued by assemblies, boards, or corporate bodies (with the exception of academies, universities, learned societies, and religious orders, respecting which special rules are to be followed), to be entered in distinct alphabetical series, under the name of the country or place from which they derive their denomination, or, for want of such denomination, under the name of the place whence their acts are issued.

10 Names of persons that may have been altered by being used in various languages, to be entered under their vernacular form, if any instance occur of such persons having used it in any of their printed publications. With respect to places, the English form to be preferred.

11 Works of authors who change their name or add to it a second, after having begun to publish under the first, to be entered under the first name, noticing any alteration which may have subsequently taken place.

12 Foreign names, excepting French, preceded by a preposition, an article, or by both, to be entered under the letter immediately following. French names, preceded by a preposition only, to follow the same rule; those preceded by an article, or by a preposition and an article, to be entered under the initial letter of the article. English surnames, of foreign origin, to be entered under their initial, even if originally belonging to a prepo-

sition. Foreign compound surnames to be entered under the initial of the first of them. In compound Dutch and English surnames the last name to be preferred, if no entry of a work by the same person occur in the catalogue under the first name only.

13 German names, in which the letters *ä*, *ö* or *ü* occur, to be spelt with the diphthong *ae*, *oe* and *ue* respectively.

14 Surnames of noblemen, though not expressed in the book, to be ascertained and written out as the heading of the entry. A person who has assumed titles not generally acknowledged, to have the words "calling himself," between brackets, to precede the assumed title.

15 The same rule to be followed with respect to archbishops and bishops.

16 Christian names, included in parentheses, to follow the surname, and all to be written out in full, as far as they are known. In case of doubt, on this or any other point, when the librarian is directed to supply any information in cataloguing, a note of interrogation to follow in such a position as to indicate clearly the point on which any doubt is entertained.

17 An author's rank in society, in cases in which he enjoyed any eminent honorary distinction, or office for life, not lower than that of knight, admiral or general, to be stated in italics. Younger sons of dukes and marquesses, and all daughters of dukes, marquesses and earls, when not enjoying a distinct title, to have the designation *Lord* or *Lady* prefixed to the Christian name. All other younger branches of the nobility to have the word *Hon.* prefixed. The words *Right Hon.*, in the same situation, to distinguish privy councilors. Knights to be indicated merely by the appellation *Sir* prefixed to their first name. Titles of inferior rank, whether ecclesiastical, military or civil, to be given only when necessary to make a distinction between authors having the same surname and Christian name.

Proper names commencing with *Mc* or *M'* to be entered under *Mac*, with cross-references from the other forms.

Where a person is referred to in a titlepage by a description sufficiently clear to render his or her identity obvious, the proper name of such person to be adopted as a heading, whether the work be historical or otherwise.

18 The title of the book next to be written, and that expressed in as few words, and those only of the author, as may be necessary to exhibit to the reader all that the author meant to convey in the titular description of his work; the original orthography to be preserved. The number of the edition to be stated when appearing in the title.

In cataloguing sermons, the text always to be specified. The date at which preached to be inserted when it differs from that of publication.

19 Any striking imperfection in a book to be carefully noted; and any remarkable peculiarity, such as that of containing canceled or duplicate leaves, etc. to be stated.

20 When the book is without a titlepage, its contents to be concisely, but sufficiently, stated in the words of the head-title, preceded by the word *begin. (beginning)* in italics; if there be no head-title, in those of the colophon, preceded by the word *end. (ending)*; and when the want of title is owing to an imperfection, the words taken from either head-title or colophon to be included between parentheses. If both head-title and colophon be wanting or insufficient, then some idea of the work to be briefly given in English, between brackets, and the edition so accurately described as to be easily identified without fear of mistake.

21 Whenever one or more separate works are mentioned in the title of any publication, as forming part of it, the same to be particularly noticed in cataloguing the principal publication; and, if not mentioned in the titlepage, this information to be added to the title between brackets or parentheses, as the case may be.

22 All works in Oriental characters or languages to be separately catalogued in supplementary volumes, according to special rules to be framed. The Bible and its parts, however, in whatever language or characters, to be entered in the general catalogue as hereafter directed.

23 Works in more languages than one, accompanied by the original, to be entered in the original only, unless the title be accompanied by a translation or translations, in which case such translation also to be given. If no original text occur, the first language used in the title to be preferred. In all cases the

several languages used in the book to be indicated at the end of the title in italics.

24 Works with a title in a language different from that used in the body of the book to be entered according to the above rule, merely stating at the end of the title, in italics, in what language the work is written.

25 The number of parts, volumes, fasciculi, or whatever may be the peculiar divisions of each author's work, to be next specified, in the words of the title.

26 When nothing is said in the title respecting this point, if a work be divided into several portions, but the same pagination continue, or when the pages are not numbered, if the same register continue, the work to be considered as divided into parts; if the progressive number of the pages or the register be interrupted, then each series of pages or letters of the register to be designated as a volume.

27 Then the place where the book was printed; and, in particular cases, as in the instance of early or very eminent typographers, the printer's name to be specified. Next the date: when no date or place is specified, then either or both to be given, if known to, or conjectured by, the librarian; but in these instances to be included in brackets. The form to follow, whether fol., 4to, 8vo, etc.

28 If an early printed book, and in Gothic or black letter, the circumstance to be mentioned at the end of the title, thus: G. L. or B. L.

29 If printed on vellum, satin, on large or fine paper, or if an *editio princeps* of a classical or very distinguished writer, who flourished before 1700, or if privately printed, or a facsimile or reprint of an early edition; if only a small number of copies were struck off, or if there be any manuscript notes, these peculiarities to be stated.

30 If the author of the manuscript notes be known, this information to be added between brackets. If the volume belonged to some very distinguished personage, the fact to be recorded in few words at the end of the entry, also between brackets.

31 An *editio princeps* to be designated by the words *ED. PR.* in italic capitals, at the end of the title. Manuscript notes to be indicated in italic at the end of the title, previous to the size

of the volume, as follows: *MS. NOTES*. If the notes be remarkably few, or the reverse, the circumstance to be noticed by prefixing to the above the word *FEW* or *COPIOUS*. Works printed *ON VELLUM* to be distinguished by these words, in small italic capitals, at the end of the title. The letters *L.P.* or *F.P.* in the same situation, to indicate copies on large or fine paper.

32 Works published under initials, to be entered under the last of them: and should the librarian be able to fill up the blanks left, or complete the words which such initials are intended to represent, this to be done in the body of the title, and all the supplied parts to be included between brackets.

The rules applicable to proper names to be extended to initials.

33 When the author's name does not appear on the title or any other part of the work, the following rules to be observed. Anonymous publications, relating to any act, or to the life of a person whose name occurs on the title of a work, to be catalogued under the name of such person. The same rule to be followed with respect to anonymous publications addressed (not merely dedicated) to any individual whose name occurs on the title.

34 When no such name of a person appears, then that of any assembly, corporate body, society, board, party, (sect under the English form of the name), or denomination, including all bodies exercising their profession or calling by commission, certificate, license, or other authority granted by virtue of any law or charter, and also creeds, religious or political, appearing on the title to be preferred, subject to the arrangement of rule 9; and if no such name appear, then that of any country, province, city, town or place so appearing, to be adopted as the heading.

Proper name of a single colony to be taken, as *Barbadoes*, etc. Collective title of a colony to refer the work to the mother country, as *West Indian Colonies*, *East Indian Possessions*, to be catalogued under Great Britain, *Colonies*, etc. The colonies of Spain to be catalogued under Spain, *Colonies of Spain*. *East and West Indies*, *East Indies*, *West Indies*, according to the circumstances. *America*, *East Indies*, *West Indies*, etc. etc. to be adopted as a heading. Particular province, under such province. *Lower or Upper House*, etc.

Articles to be inquired of within an ecclesiastical district to be entered under the name of such district. Synods and ecclesiastical councils to be entered under the name of the place where held, without any subheading.

The word COUNCILS to be adopted as a heading, in whatever language the work may be written. All courts of justice including minor courts, as courts baron, leet, hundred courts, etc., to come under the name of the country.

Convocation generally under "*England, Church of, Convocation.*"

35 If no name of any assembly or country, to be preferred as above, appear on the title, the name of the editor (if there be any), to be used as a heading; or, if no editor's name appear, that of the translator, if there be one. Reporters to be considered as editors.

Anonymous publications relating to armies to be catalogued under the countries to which the armies respectively belong. Regiments, or other divisions of an army, to follow the same rule (with a cross-reference from the name of such regiment or division), unless such regiment or division be named after some place or person, in which case the name of such person or place to be adopted, subject to rule 36.

The above to be subject to rule 33, and to be applied to Naval armaments as far as practicable.

36 Adjectives formed from the name of a person, party, place or denomination, to be treated as the names from which they are formed.

37 If two names occur seeming to have an equal claim, the first to be chosen.

Reports of civil actions to be catalogued under the name of that party to the suit which stands first upon the titlepage.

In criminal proceedings the name of the defendant to be adopted as a heading.

Trials relating to any vessel to be entered under the name of such vessel.

Patents for inventions to be entered under the names of the patentees.

The points of the compass adopted as headings.

Treaties to be entered under the country of the first contracting power. A preference to be given to England.

38 In the case of anonymous works, to which none of the foregoing rules can be applied, the first substantive in the title (or if there be no substantive, the first word) to be selected as the heading. A substantive, adjectively used, to be taken in conjunction with its following substantive as forming one word; and the same to be done with respect to adjectives incorporated with their following substantive. The entries which may occur under the same heading, to succeed each other in strict alphabetical order.

39 Whenever the name of the author of an anonymous publication is known to, or conjectured by, the librarian, the same to be inserted at the end of the title, between brackets.

40 Works without the author's name, and purporting to comment or remark on a work of which the title is set forth in that of such publication, to be catalogued under the same heading as the work remarked or commented upon.

41 In the case of pseudonymous publications, the book to be catalogued under the author's feigned name; and his real name, if discovered, to be inserted in brackets, immediately after the feigned name, preceded by the letters *i.e.*

42 Assumed names, or names used to designate an office, profession, party, or qualification of the writer, to be treated as real names. Academical names to follow the same rule. The works of an author not assuming any name, but describing himself by a circumlocution, to be considered anonymous.

Descriptions taken from the name of a country or place of habitation, as "Un François, Ein Zürcher," etc. to be translated unless they be in Latin, or used as a proper name, as by "Anglus, Lipsiensis," etc.

43 Works falsely attributed in their title to a particular person, to be treated as pseudonymous.

Continuations to be entered under the name of the original work, when printed with it; otherwise, under the name of the author.

44 Works of several writers, collectively published, to be entered according to the following rules, and the separate pieces

of the various authors included in the collection to be separately entered in the order in which they occur; excepting merely collections of letters, charters, short extracts from larger works, and similar compilations.

45 In any series of printed works, which embraces the collected productions of various writers upon particular subjects, such as *Ugolini Thesaurus Antiq. Sacrarum*, *Gronovii Thesaurus Antiq. Graecarum*, the work to be entered under the name of the editor.

Work of several authors published together, but not under a collective title, to be catalogued under the name of the first author, notwithstanding an editor's name may appear on the work.

46 If the editor's name do not appear, the whole collection to be entered under the collective title, in the same manner as anonymous works.

In cataloguing collections without an editor's name, and having a collective title the heading to be taken from such collective title without reference to that portion of the title which may follow.

47 General collections of laws, edicts, ordinances, or other public acts of a similar description, to be entered under the name of the state or nation in which or by whom they were sanctioned, signed, or promulgated. Collections extending only to one reign or period of supreme government by one person, as well as detached laws and documents separately enacted and issued, to be catalogued under the name of the person in whose name and by whose authority they are enacted or sanctioned, and, where enacted as sovereign of two or more independent states, the name of the principal state to be adopted; such names to be entered alphabetically under the principal entry of the state or nation, after the general collections. When more than one name occurs, the first to be preferred.

48 Collections of laws, edicts, etc., of several countries or nations to be catalogued according to rules 45 and 46.

49 The same to be done with respect to laws on one or more particular subjects, either merely collected or digested in some particular order, or used as text to some particular comment or treatise.

50 The names of translators or commentators to be stated in cataloguing and entering a work, if they occur in the titlepage; and when they do not occur, but are known to or conjectured by the librarian, to be supplied between brackets.

51 The works of translators to be entered under the name of the original author. The same rule to be observed with respect to the works of commentators, if the same be accompanied with the text complete.

52 Translations to be entered immediately after the original, generally with only the indication of the language into which the version has been made, in italics; but if any material alteration in the title have been introduced, so much of the title of the translation to be given as may be deemed requisite, or a short explanation in English added, between brackets.

53 Commentaries unaccompanied by the text, to be entered under the commentator's name; if without a name, or with an assumed name, then according to the rules laid down for anonymous or pseudonymous works.

54 No work ever to be entered twice at full length. Whenever requisite, cross-references to be introduced.

55 Cross-references to be divided into three classes, from name to name, from name to work, and from work to work. Those of the first class to contain merely the name, title, or office of the person referred to as entered; those of the second, so much of the title referred to besides, as, together with the size and date, may give the means of at once identifying, under its heading, the book referred to; those of the third class to contain moreover so much of the title referred from, as may be necessary to ascertain the object of the reference.

56 Cross-references of the first class to be made in the following instances:

From the titles of noblemen, and from the sees of archbishops or bishops, to the family name, or the first name under which the works of such personages are to be entered according to the foregoing rules.

57 From the family name of persons whose works are to be entered under the Christian or first name, to such Christian or first name; excepting in the case of sovereigns, or princes belonging to sovereign houses.

58 From any surnames either spelt, or in any way used, in a manner differing from the form adopted in the principal entry, to such entry.

59 From any of the names or surnames used by an author besides that under which the principal entry is made, to the one so preferred.

60 From the real to the assumed name of authors; adding *pseud.* to the entry referred to in the cross-reference.

61 Cross-references of the second or third class, according to circumstances, to be made in the following instances:

From the names of editors, or of biographers who have prefixed an author's life to his works (provided such names appear in the book), to the principal entry. But not from contributors of separate articles.

62 From the names of authors of anonymous or pseudonymous works supplied in the title, as well as from the names of authors who have shared with another in writing a work, or have continued it, and also from the names of translators, commentators, or annotators, either appearing on the title, or supplied as above directed, to the main entry.

63 From the name of any person the subject of any biography or narrative, to its author; stating briefly, in italics, after the name referred from, the peculiar designation of the biography in the work referred to; or, if this can not be done, using the nearest English word, in brackets and italics, that may give an idea of the object of the cross-reference.

In this description of cross-reference the first words of the title of the work referred to to be given, but not its date or size, so that the cross-reference may serve equally for all editions.

64 From any name which may be reasonably conceived to have an equal claim to that selected for the principal entry, to such entry.

65 From any author, any whole work of whom or any considerable part of it may be the subject of a commentary, or notes, to the name of the commentator or annotator. No notice to be taken of the name of authors, fragments or inconsiderable parts of whose works are observed upon by the commentator or annotator.

66 From any author whose works, or considerable part of them contained in a collection, are considered so important as to be distinctly specified in the entry of the collection itself, to the principal entry; the volume, or part of the collection in which the article so referred to is found, to be specified.

Cross-references to be made from separate works forming part of a series of works published by a society, and catalogued according to rule 80.

67 From the names of authors whose entire works or any considerable part of them are included among the collected works of a polygraphic writer, or translator, to the principal entry.

68 From the name of a state or nation to which a collection of laws, entered under any other heading, belongs to the main entry.

From the name of the superior of any ecclesiastical district who promulgates articles for inquiry to the name of such district.

From the name of any party to a civil action to the principal entry.

69 Entries to be made in the following order:

Cross-references to be placed at the beginning of the entry, from which they are made, in the alphabetical order of the entries referred to.

70 Collections of all the works of an author in their original language only, to be entered immediately after the cross-references; the editions without date, and those of which the date can not be ascertained even by approximation, to precede all these bearing date, or of which the date can not be supplied either positively or by approximation. The latter to follow according to their date, whether apparent in any part of the book, or supplied. Editions by the same editor, or such as are expressly stated to follow a specific text or edition, and editions with the same notes or commentary, to succeed each other immediately in their chronological order after the entry of that which is, or is considered to be, the earliest.

71 The text of the collected works, accompanied by a translation, to follow those having the text only, and in the same order.

72 The translations of such collected works into the Latin language only to precede those in any other language in the above order; the Latin translations to be followed by those in English. Translations in any other language to follow according to the alphabetical order of the name of the language in English. If the volume contain two or more translations, without the text, the entry to be made according to the alphabetical order of the first of the languages employed. Translations into the same language, and their several editions, to be entered in conformity with the rules laid down for the entries of the originals.

73 Collections of two or more works of an author to be entered in the order and according to the rules laid down for the collections of all the works of a writer, after the translations of the whole works; such partial collections to precede, as are known or are supposed to contain the largest number of an author's works.

74 Selections, or collected fragments, from the works of an author, to follow the partial collections of his works, and to be entered according to the above rules.

75 Separate works of an author to succeed each other alphabetically; the several editions and translations of each of them to be entered in the same manner as directed for the collected works of a writer.

76 Entire portions of a separate work to succeed the work from which they are taken, in the order above directed. If the whole work to which they belong does not occur, such portions to be entered after all the separate works, but according to the principles laid down for the latter.

77 Works not written by the person under whose name they are to be catalogued according to the foregoing rules, to be entered alphabetically as an appendix, and in chronological succession, when more than one article occurs in the same alphabetical series, after all the works of the person whose name is selected, if any occur in the catalogue. Volumes without date, or the date of which can not be supplied, to be entered first.

78 The same rule as to the alphabetical and chronological arrangement to apply to works entered under any other heading than the name of a person.

79 The Old and New Testaments and their parts, to be catalogued under the general head "Bible," and arranged in the following order:

1 The Old and New Testaments in the original Hebrew and Greek only, chronologically arranged.

2 The same, in polyglot editions, which include the original texts; beginning with those editions which contain most translations.

3 The same, translated into other languages, but without the original; those editions to precede which contain most languages; then translations into one language only, arranged as directed in rule 72.

4 Editions, with comments, to follow those having the text only, in the same order and according to the same principles. Bibles accompanied by the same comment to follow each other immediately in chronological succession.

5 The Old Testament only to be next entered, according to the same principles and rules.

6 Detached parts of the Old Testament then to follow, in the same order in which they are arranged in the English authorized version of the Scriptures, and to be entered as directed for the whole Bible.

7 The Apocrypha, as declared by the Church of England, to be next catalogued and entered according to the same rules.

8 The New Testament to be next catalogued, and then its parts, according to the foregoing rules.

Concordances and harmonies to be entered in the appendix to "Bibles."

9 General cross-references to be made from the several names of the inspired writers, as well as from the names of the several parts of Scripture, to the general head "Bible." Particular cross-references to be made from the names of editors, commentators, translators, etc. to the precise entry under which the part of Holy Writ referred from in the cross-reference occurs.

10 The names of parts of the Bible, as well as of inspired writers, to be expressed in the form adopted in the authorized English version of the Scriptures.

80 All acts, memoirs, transactions, journals, minutes, etc. of academies, institutes, associations, universities, or societies,

learned, scientific, or literary, by whatever name known or designated, as well as works by various hands, *forming part of a series of volumes* edited by any such society, to be catalogued under the general name "Academies" and alphabetically entered, according to the English name of the country and towns at which the sittings of the society are held, in the following order. The primary division to be of the four parts of the world in alphabetical succession, Australia and Polynesia being considered as appendixes to Asia; the first subdivision to be of the various empires, kingdoms, or other independent governments into which any part of the world is divided, in alphabetical order; and a second subdivision of each state to follow, according to the various cities or towns, alphabetically disposed, belonging to each state, in which any society of this description meets (other bodies under the name of the city or place where situated). The acts, etc. of each society, when more than one meet at the same place, to be entered according to the name under which the society published its first work, in alphabetical series; and the acts, memoirs, etc. of each society to be entered chronologically. Continuations to follow the original entry.

Works of the nature of periodical publications, issued by an academy to be entered under "Academies."

Institutions, societies, etc. not coming under the head "Academies," deriving their title from a proper name not being that of a country or place, to be entered under such proper name, as "Addenbrooke's Hospital."

The words "*forming part of a series of Volumes*" to be construed strictly, and to apply only to collective works, or to a series of works on one subject.

81 The same rule and arrangement to be followed for "Periodical Publications," which are to be catalogued under this general head, embracing reviews, magazines, newspapers, journals, gazettes, annuals, and all works of a similar nature, in whatever language and under whatever denomination they may be published. The several entries under the last subdivision to be made in alphabetical order according to the first substantive occurring in the title.

Translations of periodicals to be entered under the place where the originals were published.

82 All almanacs, calendars, ephemerides, of whatever description they be, as well as their companions, appendixes, etc. to be entered under the general head "Ephemerides." The several works under this head to be entered alphabetically according to the first substantive occurring in the title.

Directories to be catalogued on their own merits, and not under any special head.

Calendars, to include periodical publications (excepting directories), each number of which contains information connected with a year to come, whether accompanied by an almanac or not. The mere insertion of an almanac not to bring a work under "Ephemerides." Law lists to be catalogued under the head, LAW LIST, with a cross-reference from the editor.

83 There shall be cross-references from the name of any author, editor, or contributor to any of the above works, appearing in any of the titlepages of any of the volumes, as well as from the peculiar name or designation of any of the societies, from the place at which they hold their meetings, from any place forming part of a peculiar name of a journal, almanac, calendar, etc. from the name under which such publications are generally known, to the main entries of such works.

84 Religious and military orders to be designated by the English name under which they are generally known, and entries to be made accordingly.

85 Anonymous catalogues, whether bearing the title catalogue or any other intended to convey the same meaning, to be entered under the head "Catalogues," subdivided as follows: (1) Catalogues of public establishments (including those of societies, although not strictly speaking *public*). (2) Catalogues of private collections, drawn up either for sale or otherwise (no cross-reference from possessor). (3) Catalogues of collections not for sale, the possessors of which are not known. (4) General as well as special catalogues of objects, without any reference to their possessor. (5) Dealers' catalogues. (6) Sale catalogues not included in any of the preceding sections.

86 Catalogues of the first subdivision to be entered under the name of the place at which the collection exists, as directed for "Academies"; those of the second, under the name of the collector or possessor, or if the name of the collector or possessor

be not stated, under that of the place where the library, etc. is deposited, if mentioned in the catalogue: those of the third, in strict alphabetical order, according to the first substantive of the title: those of the fourth, to follow the same rule: those of the fifth, under the dealer's name: those of the sixth, strictly chronologically, supplying the year in brackets whenever omitted, but known to, or conjectured by, the librarian; and when it is impossible to ascertain the precise day and month, for catalogues coming under the same year, in strict alphabetical order before those having a precise date. Catalogues without any date, and the date of which can not be supplied, to be entered at the beginning of this subdivision in strict alphabetical order, as just directed. With respect to mere dealers' and sale catalogues compiled since the beginning of the present century, such only to be catalogued and entered as may be considered of peculiar interest.

87 Cross-references of the second class to be made from the name of the compiler of a catalogue (when supplied by the librarian, and other than the collector or possessor of a collection, a dealer or an auctioneer) to the principal entry.

88 Anonymous dictionaries of any description, including lexicons and vocabularies, to be catalogued under the general head "Dictionaries," and entered in strict alphabetical order according to the first substantive in the title, with cross-references from the author's names, when supplied.

Dictionaries having the names of the authors or contributors on the titlepage to be entered under the first name with cross-references. Names of contributors given otherwise than on the title not to be noticed. The editor's name to be adopted where the authors are not given on the title.

89 The same rule to be applied to encyclopedias, the name of the editor of which does not appear on the title, and which shall be catalogued under the general head "Encyclopedias," with a cross-reference from the editor's name, when supplied in the principal entry, to such entry.

90 Missals, breviaries, offices, horae, prayer books, liturgies, and works of the same description (not compiled by private individuals and in their individual capacity, in which case they are to be catalogued and entered according to the general

rules laid down for other works), to be entered under the general head "Liturgies," in one strict alphabetical series, according to the English denomination of the communion, sect, or religious order for whom they are specially intended; if drawn up for any particular church, congregation, or place of worship, then according to the English name peculiar to such church, congregation, or place of worship; if any work of this description occur not coming under either of these two classes, then the first substantive in the title to be preferred as a heading. Entries under the same heading to be made in strict alphabetical order. Catechisms and confessions of faith not to be catalogued under the head of "Liturgies," but according to the general rules. The Liturgy of the Church of England to have a sub-heading of *Common Prayer*, and separate services that of *Prayers*.

91 Cross-references of the second class to be made from the peculiar name or designation of any of the churches, communions, sects, religious orders, or places of worship, as well as from the name under which any of the works mentioned in the preceding article is generally known, to the main entry.

Churches dedicated to St Paul to be entered under PAUL, St. The same rule to be followed in the case of churches dedicated to other saints.

Places, such as towns, parishes, streets, etc., named after saints, to be entered under SAINT, as St Pancras parish.

Cathedrals named from the city to which they are attached, as Rochester Cathedral, etc. to be entered under ROCHESTER, etc. with cross-reference from the names of the saints to whom dedicated.

Maps

In the map catalogue the maps are entered under the name of the country, town, fort, or place represented; or if there are more countries or places than one mentioned in the title, then under the first, with cross-references from the rest, as well as from the names of places represented in side-maps. Cross-references are also made from authors' names; or failing authors', from editors', publishers', or engravers' names. All the headings are entered in the catalogue in one alphabetical series.

Music

The catalogue of the collection of music is in two parts, each in alphabetical order; one containing the titles and cross-references of music, the other, nothing but cross-references from the authors of words.

Music to be catalogued under the name of the composer, with cross-references from arrangers, adapters, etc. and in case of vocal music, from the authors of the words. The rules of the new general catalogue [of books] to regulate the forms of names.

The slips on which are written cross-references from the authors of words to be distinguished by a W, to prevent their being mixed with the others.

Collections of music by several composers to be entered under the name of the editor, if it appear; otherwise under the generic name of the music, or under the first substantive, with cross-references from the composers, authors, arrangers, etc. of the most important pieces. The names of oratorios, operas, etc. when they do not begin the title, to be inserted between brackets at the beginning of the title.

Titles and cross-references of pieces of music taken from any oratorio, opera, or larger work, to have the names of such work inserted between brackets, as in the foregoing rule.

Quadrilles, polkas, waltzes, fantasias, etc. founded on popular melodies, to be catalogued under the composers of such quadrilles, polkas, etc. with cross-references from the composers of the melodies.

Airs with variations to be entered under the composers of the airs, with cross-references from the composers of the variations.

Anonymous instrumental music to be catalogued under the English generic name of such music, as POLKA, WALTZ, QUADRILLE, MARCH, etc. no account being taken of adjectives formed from proper names: for instance, the "Chinese Quadrilles" to be entered under "QUADRILLES."

The first words of songs, preceded by the word "Begins." or "Beginning," to be supplied in brackets when they differ from the title.

In anonymous songs, the first word of the song to be taken as a heading, even if it be an article. The first few words of

the song then to follow, after which the title in italics, cross-references being made from the title.

In cross-references from the authors of songs, the first words of the song are used. When these are the same as the title, they are not repeated after the heading referred to.

Songs of which the authors of the words appear, but not the composers of the music, to be entered under the first word of the song with a cross-reference from the author of the words.

The names of composers, authors of words, and the names of oratorios, operas, plays, entertainments, etc. from which pieces are taken, to be supplied in brackets when they do not appear on the piece of music.

Cross-references to be given from the titles of songs, overtures, or portions of operas or single pieces occurring in plays, etc. when the name of such opera or play does not appear upon the title.

Anonymous elementary works to be catalogued under the name of the instrument for which they are written.

COMPENDIOUS CATALOGUING RULES
FOR THE
AUTHOR CATALOGUE OF THE BODLEIAN LIBRARY

Title

1 The type of the titlepage need not be imitated, but in points, which are common to printed and written hands—such as contracted forms, the use of i for j, j for i, u for v, v for u, uu or vv for w, long f for s—the titlepage should be strictly adhered to, except that as regards the use of capitals in the middle of a sentence rule 3 should be followed. The punctuation of the titlepage should never be *changed*, but stops may be *added* when (*and only when*) they are absolutely necessary for clearness.

2 The titles of works especially valuable for antiquity or rarity may be given in full, with all practicable exactness.

3 In English, initial capitals are to be given to proper names of persons and personifications, places, societies, noted events and periods; to adjectives and other words derived from proper names when they have a direct reference to the person, place, etc. from which they are derived; and to the first word of every quoted title of a work.

4 In other languages the use of capitals is to follow the local practice.

5 In doubtful cases capitals are to be avoided.

Volumes, place, date, size, &c.

6 Other particulars are to be given after the title in the following order:

- (1) The edition as specified on the titlepage.
- (2) The number of volumes, if more than one.
- (3) The place of publication—followed by the place of printing, when different from that of publication, in brackets. In the case of books of the 15th and 16th centuries or of special value or rarity, the names of the publisher and printer are to be added after the above entries respectively.
- (4) The date, as given on the titlepage, in arabic figures.
- (5) The size.

Language of title and imprint

7 Title and imprint entries are to be as far as possible in the language of the title, but additions are to be in English, inclosed in brackets.

Contents and notes

8 Contents of volumes are to be given when expedient.

9 Notes, explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, are to be added when necessary.

Headings and cross-references

Books are to be entered:

10 Under the surnames of authors, when stated on the title-page or otherwise certainly known, followed by the forename and other necessary prefixes in round brackets.

*11 When only the initials or pseudonym of an author occur in the book, it is also to be regarded for the purpose of headings as anonymous: and a cross-reference is to be made from the initials or pseudonym to the first heading, the last initial being placed first, followed by the others in round brackets.

12 Under the pseudonyms of the writers, unless the book be already entered under two headings, in which case a cross-reference is to be made from the pseudonym to the first heading.

13 Under the names of editors of collections, and under the catch-titles of such collections; the parts are to be at the same time sufficiently catalogued under their own headings.

14 Under the names of countries, cities, societies, etc. which cause them to be published.

15 Under the chief word or words of the titles of periodicals.

16 Under the first striking word or words of the titles of anonymous works, with a second heading or cross-reference, where advisable, under or from any other noticeable word or catch-title. If the name of a writer occur in a work but not on the titlepage, the work is also to be regarded for the purpose of headings as anonymous, except in the case of works without separate titlepage.

17 Commentaries with the text, editions of the text, and translations are to be entered (1) under the heading of the original work, and (2) under the name of the commentator,

^a See also 23.

editor, or translator; commentaries without the text are to be entered under the same two headings, the second being placed first.

18 Editions of the entire Bible, with or without the Apocrypha, are to be entered under the word *Bible*: editions of parts of the Bible comprising more than one book under the words *Testament (Old)*, *Apocrypha*, *Testament (New)*, or lesser divisions such as *Pentateuch*, *Historical books*, *Hagiographa*, *Prophets*, *Gospels*, *Paul the apostle*, *Epistles (General)*.

19 The Talmud and Koran (and parts of them) are to be entered under those words.

20 The sacred books of other religions are to be entered under the names by which they are generally known.

21 Liturgical books are to be entered under the names by which they are commonly known in England, such as *Prayer (Book of common)*, *Baptism (Order of)*, *Communion (Holy)*, etc.: *Missal*, *Breviary*, *Hours*, etc.: *Euchologion*, *Synaxarion*, etc.

22 Books having more than one author or editor are to be entered under the one first named in the title, with at least sufficient cross-reference.

N.B. Separate musical compositions, accompanied by words, are to be entered under the names of the authors and translators of the words (unless these are taken from the Bible or a public service-book) as well as under those of the authors and editors of the music.

23 Names of translators, commentators, editors, and preface-writers, if they do not occur in the titlepage, may be added in brackets, a further heading or cross-reference being made when necessary.

24 In the case of an academical thesis the *praeses* is to be considered as the author, unless the work unequivocally appears to be the work of the respondent or defender.

25 Reports of civil actions are to be entered under the name of the party to the suit which stands first on the titlepage. Reports of crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

26 Catalogues are to be entered under the name of the compiler—also, as circumstances require, under the names of one or more of the institutions or persons now or formerly owning

the collection, and, where desirable, under the name of the collection itself.

27 Noblemen are to be entered under the title, except when the family name is better known; a cross-reference from the one to the other being made in every case.

28 Ecclesiastical dignitaries, unless popes or ruling princes, are to be entered under their surnames; their current and highest subsequent title to be added.

29 All persons generally known by a forename are to be so entered, the English form being preferred in the case of ruling princes, popes, Oriental writers, friars, and persons canonized.

30 Married women and other persons who have changed their names are to be put under the last well known name, with a cross-reference from other authorized names.

31 In the headings of titles the names of authors are to be given in full, and in their vernacular form: but authors who would generally be quoted under their Latin or Latinized names may be entered under those names, a cross-reference being made from the vernacular forms, when it has not merely been Latinized.

32 English and French surnames beginning with a prefix or prefixes are to be recorded under the first prefix, and surnames in other languages under the word following the last prefix—except that French names beginning with *de* or *d'* are to be entered under the word following *de* or *d'*.

33 English compound surnames, not connected by an hyphen, are to be entered under the last part of the names: foreign ones, with or without hyphens, under the entire compound name, cross-references being given in all instances.

34 When an author has been known by more than one name, references are to be inserted from the name or names not used as headings to the one used.

35 A society is to be entered under the leading word or words of its corporate name, with cross-reference from any other name by which it is well known.

Miscellaneous

36 A dash ordinarily indicates the omission of the preceding heading or title, but following a number it signifies continuation.

37 Entries under the surname only are to precede fuller entries under the same name: where the initials only of the

forenames are given, they are to precede fuller entries with the same initials. Dashes or asterisks in names and titles are to precede letters of the alphabet.

38 M^e and Mc, and the prefixes s., st., ste., m., mme., mlle., messrs., mr., mrs., dr., are to be arranged as if written in full, Mac, sanctus, saint, sainte, monsieur, madame, mademoiselle, messieurs, mister, mistress, doctor.

39 The works of an author, and other books capable of similar treatment, are to be arranged in the following order, an index or conspectus of the entire article being prefixed when expedient:

- (1) General cross-references.
- (2) Collections of *all the works* of the author *in the original language*, whether including or excluding fragments, and whether with or without translations or commentaries.
 - (a) Dated editions in chronological order.
 - (b) Editions without date and without conjecturally supplied date: but if known to be of the 15th century they are to precede the dated editions.
But new editions of a work by the same editor are to succeed the first entry.
- (3) *Translations* without the text, of collected works, in alphabetical order of languages, cross-references being inserted in this series to all editions which contain the original text as well as the translation. Polyglot editions are to precede all others.
- (4) *Commentaries*, without the text, on collected works, in chronological order. Scholia are to precede all other commentaries.
- (5) Selections from collected works.
- (6) Collections of *two or more works* of the author, in alphabetical order of the general title of the collection; or, if there be none, of the first work of the collection. In special cases entries which would in strictness fall under this division may be placed in the succeeding paragraph, with a cross-reference.
- (7) *Separate works* or entire parts of a separate work, in chronological order of the first issues of the work.

in any difficult cases an alphabetical or other special arrangement is to be made.

- (8) *Fragments* of the author: but when a work exists only in fragments it may be entered under preceding paragraphs.
- (9) (a) Lexicons, (b) indexes and concordances.
- (10) Dissertations, treatises, imitations, etc. which do not fall under preceding heads, in chronological order.
- (11) Biographies.
- (12) Bibliographies.

N.B. The principles of arrangement in the preceding paragraphs are to be used, where applicable, in other articles.

40 Biographies are to be entered under the subjects of them, as well as under the writers.

41 The order of alphabetization is to be that of the English alphabet, except that in general I and U before a vowel are to be arranged as J and V, and J and V before a consonant as I and U, with such cross-references as may be necessary.

42 Headings composed of more than one separate word are not to be regarded for purposes of arrangement as a single word.

43 Names of places are to precede similar names of persons.

44 Titles in foreign characters may be transliterated.

45 The German *ä*, *ö*, *ü*, are to be arranged as if written out in full, *ae*, *oe*, *ue*.

46 Arabic figures are to be used rather than roman; but roman figures may be used after the names of ruling princes and popes, or to designate the number of a volume or chapter when followed by a page or division number in arabic figures.

47 Designations are to be added to distinguish writers of the same or similar name.

48 Prefixes and titles indicating the rank or profession of writers may be added in the heading when they are part of the usual designation of the writers or occur on the titlepage.

49 The languages in which a book is written are to be stated when there are more than one and the fact is not mentioned in the titlepage.

50 Wordbooks, grammars, and alphabets are to be entered under the names of the languages to which they relate, as well

as under the names of their compilers and editors—except that, where a wordbook relates to two languages, or dialects, of which one is modern literary English, no separate entry needs be made in respect of the latter.

51 Long and important articles are to have an index prefixed, and subheadings may be added to the main heading in the same line, for convenience of reference.

52 Among the abbreviations allowable in ordinary entries are: *afterw.* (afterwards); *anon.* (anonymous); *Aufst.* (Auflage); *Ausg.* (Ausgabe); *Bd., Bde.* (Band, Bände); *ed., éd.* (edition, edited, etc.); *fasc.* (fasciculus, etc.); *fol.* (folio); *fol.* (folios, followed, following); *herausg.* (herausgegeben); *illustr.* (illustrated); *Lief.* (Lieferung); *p., pp.* (page, pages); *pseud.* (pseudonym, pseudonymous); *publ.* (published); *repr.* (reprint, reprinted); *sign.* (signature); *tom.* (tomus, tome); *tr.* (translated, translation, traduit, etc.); *vol.* (volume, volumen); also *bp., prof., rev.*; and in an imprint *n. d.* (no date), *n. pl.* (no place).

53 The general rule regulating the use of brackets is that round brackets include notes derived from the work itself, while square brackets include notes of which the matter or form is independent of the work.

54 Single sermons are to have a note of the text added.

55 A work written in reply to another is to have at least a cross-reference to it inserted under the first heading of the original work.

56 When a work is without a titlepage, the contents are to be stated in the words of the head-title, preceded by "[at beginning:—]": if there be no head-title, in those of the colophon, preceded by "[at end:—]". If there be neither head-title nor colophon a short description, in English, of the contents may be substituted, inclosed in brackets.

Size-notation

57 The size of a book printed on	{	<p>watermarked paper is to be described in accordance with Table 1.</p> <p>unwatermarked paper is to be described in accordance with Table 2.</p>
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58 The number of leaves in the sections of a book, when not according with the description of size, is to be indicated in round brackets prefixed to the latter.

Examples. A book of ordinary 8° dimensions, printed on **watermarked** folio leaves which are gathered mostly in sizes, but sometimes in fours and eights, is to be described as

(sizes, etc.) sm. fol.

A book measuring 10½ in. × 13 in., printed on **unwatermarked** folio leaves gathered in eights, is to be described as

(eights) obl. 4°.

If the book consists of but one section, **four, six, eight, etc.**, are to be used instead of **fours, sixes, eights, etc.**

TABLE I
Narrow sizes, with abnormal variations

1 Sheet folded	2 Size	3 Height of page	4 Chain-lines	5 Watermark
(once) in 2	atl. fol. over 28 la. fol. 18—28 fol. 12—18 sm. fol. under 12 *sq. obl. fol. *as above	<i>inches</i> over 28 18—28 12—18 under 12 *as above	} down—in center of leaf } across—sideways in center of leaf	
(thrice) in 8 (do. or ½ sh. twice)	la. 8° over 9 8° 7—9 sm. 8° under 7 obl. 8° *as above	over 9 7—9 under 7 *as above	} down—thro' back, at top } across—sideways thro' back, at top	
(4 times) in 12 (or ½ sh. 3 times)	la. 12° over 7 12° 6—7 sm. 12° under 6 *sq. 12° *as above	over 7 6—7 under 6 *as above	} across—on fore edge, high or low } down—thro' back, at center	
(4 times) in 16	la. 16° over 6 16° 5—6 sm. 16° under 5	over 6 5—6 under 5	} across—top right corner	
(5 times) in 18	la. 18° over 6 18° 5—6 sm. 18° under 5	over 6 5—6 under 5	} down—in center of leaf	
(5 times) in 24	la. 24° over 5 24° 4—5 sm. 24° under 4 *sq. 24° *as above	over 5 4—5 under 4 *as above	} across—thro' back, at top } down—in center of fore edge } down—in center, bottom or top	
(½ sh. 4 times) in 32	la. 32° over 5 32° 4—5 sm. 32° under 4	over 5 4—5 under 4	} down—on fore edge, at foot	

**i. e.* an obl. fol. over 18 in. would be *la. obl. fol.*—an obl. 8° of 8 in. obl. 8°—a sq. 12° under 6 in. sm. sq. 12°.
 †*e. g.* Tinworth's works, 1883. There is no back.

Broad sizes, with abnormal variations

Sheet folded ⁴	Size	Hight of page ⁵	Chain-lines	Watermark ⁶
(twice) in 4	la. 4° 4° sm. 4° †obl. 4°	<i>inches</i> over 12 9—12 under 9 †as above		across—in center of back down—in center of top edge
(thrice) in 6	la. 6° 6° sm. 6°	over 7 6—7 under 6		across—thro' back, high or low

†† i. e. an obl. 4° under 9 in. would be sm. obl. 4°.

Books on the line of hight between two sizes are to be described as of the lower size.

This table is believed to represent all ordinary foldings of a watermarked sheet for printers' use. Many other foldings are possible, and some may have been occasionally used by printers—but any watermarked book whose folding can not be identified from col. 3 or 6 should be submitted to the librarian.

TABLE 2

Narrow sizes (width of page < $\frac{1}{2}$ hight)		Square sizes (width of page = $\frac{1}{2}$ hight but not > hight)		Oblong sizes (width of page > hight)	
Size	Hight of page	Size	Hight of page	Size	Hight of page
	<i>inches</i>		<i>inches</i>		<i>inches</i>
atl. fol.	over 28	sq. atl. fol.	over 28	obl. atl. fol.	over 28
la. fol.	18—28	la. sq. fol.	18—28	" la. fol.	18—28
fol.	12—18	la. 4°	12—18	" fol.	12—18
la. 8°	9—12	4°	9—12	" 4°	9—12
8°	7—9	sm. 4°	7—9	" 8°	7—9
12°	6—7	sq. 12°	6—7	" 12°	6—7
16°	5—6	sm. sq. 12°	5—6	" 16°	5—6
24° †	4—5	sq. 24° †	4—5	" 24° †	4—5
sm. 24° †	under 4	sm. sq. 24° †	under 4	sm. obl. 24° †	under 4

† Where the book is printed in eighteens, 18° is to be used instead of 16°.
‡ Where the book is printed in thirty-twos, 32° is to be used instead of 24°.

Books on the line of hight between two sizes are to be described as of the lower size.

Headings and cross-references (supplementary rules)

59 Places are to be entered under the modern English form of their name, with a cross-reference from any other well known form (e.g. *Munich* with cross-references from *München* and

Monachium). Where, however, a non-English or obsolete form is the title or first striking word of an anonymous work (or work falling under the same rules), the work is to be catalogued under it with a cross-reference (e.g. a book entitled *Roma*, or *Sopra Roma e i Romani*, or *Roma per T.C.*, is to be catalogued under *Roma*, with a cross-reference from *Rome*). Where there is no modern English form, the vernacular form is to be used with similar cross-references. Where the English form is not well established, or is giving way to a vernacular form, the latter is to be preferred, with a cross-reference (e.g. *Mainz* with cross-reference from *Mayence*).

60 In headings which do not consist of proper names the modern vernacular form of spelling is to be used (e.g. *Épître d'un pauvre*, not *Epistre d'ung povre*)—except where the variant form is practically a distinct word (as in the case of *Jests* and *Gestes*), or has been deliberately preferred by the author (e.g. *Fo'c's'le yarns* not *Forecastle yarns*). In all cases adequate cross-references are to be given.

CATALOGUING RULES
(FOR AN AUTHOR CATALOGUE)
OF THE
LIBRARY ASSOCIATION OF THE UNITED KINGDOM
As revised at the Liverpool meeting, 1883

Title

1 Title and imprint entries are to be as far as possible in the language of the title, alterations and additions being inclosed in square brackets.

2 The title is to be an exact transcript from the titlepage, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots (. . .). The typography and punctuation of the title need not be strictly adhered to.

3 The titles of books especially valuable for antiquity or rarity may be given in full, with the exact punctuation.

4 In English, initial capitals are to be given to proper names of persons and personifications, places, bodies, noted events, and periods; to adjectives and other words derived from proper names when they have a direct reference to the person, place, etc. from which they are derived; to the first word of every quoted title of a work; to titles of honor, when standing instead of a proper name (e.g. Earl of Derby, but John Stanley, earl of Derby).

5 In foreign languages the use of capitals is to follow the local practice.

6 In doubtful cases capitals are to be avoided.

Volumes, size, place, date, etc.

7 Other particulars are to be given after the title in the following order, those printed in italics being optional:

a The edition as specified on the titlepage.

b The number of volumes, if more than one.

c *If there be only one volume, the number of pages to be indicated by giving the number of each pagination, connecting the numbers by the sign : ; the same sign added at the end indicating additional unpagged matter other than advertisements.*

- d The number of separate illustrations, maps, or portraits. .*
- e The size.*
- f The place of publication, the place of printing, when different from that of publication, and the publisher's name.*
- g The year as given on the titlepage, but in arabic figures; the year of actual publication, if known to be different, being added in square brackets.*

Contents and notes

8 Contents of volumes are to be given when expedient, and in smaller type.

9 Notes explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, to be subjoined when necessary; tables of contents and notes to be in smaller type.

Headings

Books are to be entered:

10 Under the surnames of authors when stated on the titlepage, or otherwise certainly known, with the forename in brackets; a name not stated in the book or in a subsequent edition of it to be placed within square brackets, and all anonymous works to have the abbreviation "Anon." added.

11 Under the initials of authors' names when these only are known, the last initial being put first.

12 Under the pseudonyms of the writers, with a cross-reference from the real name when known.

13 Under the names of editors of collections, and under the catch-titles of such collections, with cross-references from the separate items.

14 Under the names of countries and cities, societies, etc. which authorize their publication.

15 Under the first word, not an article, of the titles of periodicals.

16 Under the chief subject-word of the titles of anonymous books, and, where advisable, with a cross-reference under any other noticeable word.

17 Commentaries with the text, and translations, are to be entered under the heading of the original work; but commentaries without the text under the name of the commentator.

18 The Bible, or any part of it (including the Apocrypha) in any language, is to be under the word "Bible," the separate parts classed in the order of the authorized version, polyglots and original texts coming first, followed by English translations; the other versions in alphabet of names of the languages.

19 The Talmud and Koran (and parts of them) are to be entered under those words; the sacred books of other religions are to be entered under the names by which they are generally known; cross-references to be given from the names of editors, translators, etc.

20 Service and prayer books used by any religious community are to be placed under the head of "Liturgies", with a subhead of the religious community.

21 Books having more than one author or editor are to be entered under the one first named in the title, with a cross-reference under each of the others.

22 Names of translators, commentators, editors, and preface writers, if they do not occur in the titlepage, may be added within square brackets, a cross-reference being made in each case.

23 The respondent or defender of an academical thesis is to be considered as the author, unless the work unequivocally appears to be the work of the praeses. It should be noticed that sometimes the respondent and defender are joint authors.

24 Reports of civil actions are to be entered under the name of the party to the suit which stands first on the titlepage. Reports of crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

25 Catalogues are to be entered under the name of the institution, or owner of the collection, with a cross-reference from the compiler.

26 Noblemen are to be entered under the title, except when the family name is better known, a cross-reference under the title being made in every case.

27 Ecclesiastical dignitaries, unless popes or sovereign princes, are to be entered under their surnames; the highest title to be added, with a cross-reference from the title employed in the book.

28 All persons generally known by a forename are to be so entered, the English form being used in the case of sovereigns, popes, ruling princes, Oriental writers, friars, and persons canonized.

29 Married women, and other persons who have changed their names, to be put under the name best known, with a cross-reference from every authorized name.

30 In the heading of titles, the names of authors are to be given in full, and in their vernacular form; authors, generally known under their Latin or Latinized name, are to be entered under those names, the vernacular name being added after the first entry, and a cross-reference being made.

31 In English and French surnames beginning with a prefix (except the French *de* and *d'*) are to be recorded under the prefix; in other languages, under the word following.

32 English compound surnames are to be entered under the last part of the name; foreign ones under the first part, cross-references being given in all instances.

33 When an author has been known by more than one name, references should be inserted from the name or names not used as headings to the one used.

34 A society is to be entered under the first word, not an article, of its corporate name, with references to any other name by which it is known, *and from the name of the place where its headquarters are established.*

Miscellaneous

35 The heading is not to be repeated; a single indent or dash indicates the omission of the preceding heading or title. A dash following a number signifies continuation.

36 Entries under the surname only are to precede fuller entries under the same name; where the initials only of the forenames are given, they are to precede full entries with the same initials.

37 Abbreviated prefixes, such as *M'* and *Mc*, *S.*, *St.*, *Ste.*, *Messrs.*, *Mr.*, and *Mrs.*, are to be arranged as if written in full, *Mac*, *Sanctus*, *Saint*, *Sainte*, *Messieurs*, *Mister*, and *Mistress*.

38 The works of an author are to be arranged in the following order:

a Collected works.

b Partial collections.

c Individual works in alphabetical order of titles, under the first word, not an article or a preposition having the meaning of "concerning."

39 Translations are to follow the originals in alphabetical order of languages. General cross-references are to come last.

Cross-references are to be given from the subjects of biographies or of books illustrating the lives and works of individuals to the writers.

40 The order of alphabetization is to be that of the English alphabet.

41 In composite headings the first word is alone to be considered.

42 Names of persons are to precede similar names of places.

43 Titles in foreign characters may be transliterated.

44 The German ä, ö, ü, are to be arranged as if written out in full, ae, oe, ue.

45 Arabic figures are to be used rather than roman; but roman figures may be used after the name of sovereigns, princes, and popes, and may be used to designate the number of a volume, followed by a page number.

46 Designations are to be added to distinguish writers of the same name from each other.

47 Prefixes indicating the rank or profession of writers may be added in the heading, when they are part of the usual designation of the writer.

48 The languages in which a book is written are to be stated, when there are more than one, and the fact is not mentioned in the titlepage.

CONSOLIDATED INDEX

TO

BRITISH MUSEUM, BODLEIAN AND L. A. U. K. RULES

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NEW YORK STATE LIBRARY BIBLIOGRAPHIES

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- 6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.
- 9-11 The Netherlands; Renaissance Art of 15th and 16th Centuries; History of Latter Half of 15th Century. 128p. Ap. 1898. 15c.
- 13 Fairy Tales for Children. 30p. June 1898. 5c.
- 14 Index to Subject Bibliographies in Library Bulletins to Dec. 31, 1897. 67p. Aug. 1898. 10c.
- 19 College Libraries in the United States. 52p. Dec. 1899. 10c.
- 20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.
- 21 Best Books of 1899. 28p. May 1900. 5c.
- 22 Domestic Economy. 144p. Jan. 1901. 20c.
- 23 Connecticut Local History. 114p. Dec. 1900. 15c.
- 24 New York Colonial History. 272p. Feb. 1901. 35c.
- 25 China and the Far East. 122p. Mar. 1901. 20c.
- 26-27 Fröbel and the Kindergarten; (with) 27 Reading List for Children's Librarians. 92p. May 1900. 15c. No. 27, *separately*, 5c.
- 28 Maine Local History. 148p. June 1901. 20c.
- 29 Best Books of 1900. 32p. July 1901. 10c.
- 30 Class List of a \$500 Library recommended for Schools. 82p. July 1901. 15c.

First two editions were printed as Extension (Home Education) bulletins 14-15.

Selection of books for reference and general reading. Editions have been carefully chosen with regard to print, paper, editing and cost.

- 31 Monopolies and Trusts in America. 38p. Oct. 1901. 10c.
- 32 Biography for Young People. 62p. Nov. 1901. 15c.
- 33 French Government Serials. 72p. Jan. 1902. 15c.
- 34 Best Books of 1901. 30p. June 1902. 10c.

LIBRARY SCHOOL BULLETINS

- 2 Library School Register 1887-96. 50p. Jan. 1898. 5c.
- 3 12th Annual Report of Library School 1898. 28p. il. Ap. 1899. 5c.
- 4 Selected Reference Books. 70p. Oct. 1899. 10c.
- 5 Selected Subject Bibliographies. 50p. Nov. 1899. 5c.
- 6 13th Annual Report of Library School 1899. 50p. Dec. 1899. 5c.
- 7 Selected National Bibliographies. 34p. May 1900. 5c.
- 8 14th Annual Report of Library School 1900. 36p. Jan. 1901. 5c.
- 9 Handbook of New York State Library School, including Summer Course and Library Handwriting. 66p. Sep. 1901. 15c.
- 10 15th Annual Report of Library School. 28p. Mar. 1902. 5c.
- 11 Library School Register 1887-1901. 80p. June 1902. 15c.
- 12 Lecture Outlines and Problems. 66p. Oct. 1902. 15c.
- 13 English Cataloguing Rules. 50p. Nov. 1902. 10c.

New York State Library School

RELATIONS TO NEW YORK LIBRARY SYSTEM

While the University of the State of New York, incorporated May 1, 1784, is a supervisory and administrative, not a teaching body, the Library School is an essential factor in the new work undertaken by the University when reorganized in 1889. By the new University law the Regents are made distinctly responsible for the library interests of the State. New York led all the states in caring for that education which can be given to the people at large only through public libraries, by establishing in 1838 the district library system, an example followed by 20 other states.

Careful examination of the causes which led to the decline of the system 15 years later showed clearly that the comparative failure was due to lack of proper administration, and that if the taxpayers' money was to do its full work there must be systematic training in the elements of librarianship for those who were to carry on this important part of educational work. Such training could clearly be best and most economically given, not at a college, but in the State Library and in daily communication with the department intrusted with the administrative library work of the State. Thus in the library field the State is repeating its experience with the public schools, from which no satisfactory results could be had, in spite of great appropriations, till normal schools and academic training classes were established to prepare teachers for their work.

To meet this need, the library school which opened at Columbia University Jan. 5, 1887, was transferred Ap. 1, 1889, to the State Library at Albany, with its faculty and collections. Since the transfer the school has steadily increased its entrance requirements and the extent and thoroughness of its teaching.

Admission. Candidates must be graduates of registered colleges, of recognized fitness and character and not less than 20 years of age. They must pass examination in general literature, history and three years work in foreign languages, preferably French and German, unless these subjects have been satisfactorily covered by their college course.

Summer course. An elementary summer course intended for assistants and librarians of the smaller libraries who can not leave their positions for the full course is also given. For those engaged in library work in New York State the summer course is provided without charge as part of the work of the Home Education Department.

Published monthly by the

University of the State of New York

BULLETIN 277

FEBRUARY 1903

New York-State Library

MELVIL DEWEY Director

Bulletin 78

LIBRARY SCHOOL 14

16th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1902

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University of the State of New York

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1873	MARTIN I. TOWNSEND	M.A. LL.D.	-	-	-	-	Troy
1877	CHAUNCEY M. DEPEW	LL.D.	-	-	-	-	New York
1877	CHARLES E. FITCH	LL.B. M.A. L.H.D.	-	-	-	-	Rochester
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1881	HENRY E. TURNER	LL.D.	-	-	-	-	Lowville
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1903	CHARLES A. GARDINER	B.A. LL.B. M.A. Ph.D.					New York

SECRETARY

Elected by Regents

1900 JAMES RUSSELL PARSONS JR M.A. LL.D.

DIRECTORS OF DEPARTMENTS

1888	MELVIL DEWEY	M.A. LL.D.					<i>State Library and Home Education</i>
1890	JAMES RUSSELL PARSONS JR	M.A. LL.D.					
							<i>Administrative, College and High School Dep'ts</i>
1890	FREDERICK J. H. MERRILL	Ph.D.					<i>State Museum</i>

University of the State of New York

New York State Library

MELVIL DEWEY Director

Bulletin 78

LIBRARY SCHOOL 14

16th ANNUAL REPORT OF LIBRARY SCHOOL 1902

To the Regents of the University of the State of New York

For the year ending Sep. 30, 1902, I have the honor to report on the New York State Library School as follows:

Classes. The fall term opened Wednesday, Oct. 2, 1901, with 20 seniors and 29 juniors, representing 16 states and two foreign countries. New York led with 15 students, Massachusetts stood next with 13, Ohio sent 5 and California 2, while there was 1 each from Connecticut, Illinois, Maine, Maryland, Michigan, Minnesota, Nebraska, New Hampshire, Oklahoma, Pennsylvania, Rhode Island, Vermont, Norway and Nova Scotia.

While our school is maintained primarily for New York State and extra tuition is charged to students from outside the State, it has received the most practical of all indorsements in the fact that 245 students have come to us from 24 other states and from England, Nova Scotia, Australia, Germany, Holland, Norway and Sweden. Even in our summer school, which has held only six sessions, we have drawn from 20 states, from Maine to California and from Minnesota to Texas and Alabama, New York sending a majority of the students, followed by Ohio, Massachusetts and Indiana.

Of 29 juniors, 25 were admitted without full entrance examinations as holding college degrees and furnishing certificates of required work in literature, history and foreign languages. The remaining four passed entrance examinations in June in general literature, general history, general information, German, French and advanced French. 19 other candidates admitted to examination were not admitted to the school.

Examinations and credentials. Owing to the change in the order of the courses in the junior year and to lessen the strain of the usual March and June examinations, final examinations were given this year on the completion of elementary classification, November; elementary bibliography, December; advanced dictionary cataloguing, February.

There were issued 475 examination passcards, each card representing a different student or subject, 432 instructors passcards, 15 certificates of completion of one year of work, 1 diploma and 1 degree.

The total credentials issued since Aug. 1, 1890, when credentials were first issued, are 4445 examination passcards, 2355 instructors passcards, 102 first year certificates, 77 first year certificates with honor, 35 diplomas, 11 diplomas with honor and 33 degrees.

For summary of credentials issued Aug. 1, 1890–Ap. 30, 1902, with a list of the 98 graduates through April 1902, see Library School register, 1902, p. 50–53.

Degrees and diplomas. The degree of B.L.S. was conferred on Frank Hayden Whitmore of the class of 1901 and a diploma was issued to Ethel Garvin of 1898.

Entrance requirements. The most important event of the year was the decision of the faculty to require after Mar. 1, 1902, a degree from a registered college for admission to the school. This action was taken after long deliberation and knowing that it would shut out a few having good natural qualifications for library work. Any one with fitness for library work will do better service with than without a good college course. Previous requirements for admission, though giving us classes largely made up of college graduates, certainly encouraged some not to finish a college course who might easily have done so.

We require that the college course shall have included at least:

- 1 15 hours a week for a year, in literature and history. Nine hours a week in literature and six in history are preferred, but this exact balance is not insisted on and courses in political economy and political science are accepted as history.

- 2 15 hours a week in foreign languages, of which five must be French and five German.

A statement from the registrar of the college that the above work has been completed is accepted in place of entrance examinations. Students who can not furnish this certificate must pass an examination.

As applications greatly exceed the number which can possibly be seated, we can select from college graduates offering these special courses those who seem most likely to be of service in the library field.

This important action of placing the school on a graduate basis could not long be delayed. The Regents have been recognized for the past 13 years as the strongest force in America for raising professional standards and the steady requirement by New York of fuller preliminary education has been copied more or less in a score of other states. Double the candidates we can possibly admit are willing to make full preparation for their professional library course, and it seemed inconsistent to admit even promising candidates with inadequate preparation when it would shut out those who had taken full college training. Our annual six weeks summer school course, for which we require a full high school course and at least one year's experience, provides instruction for those who can not meet higher standards. It seemed wiser therefore to limit our numbers to a careful selection of the best material, letting those unable to meet the requirements go to other library schools for their instruction.

The summary of preliminary education of the 363 students in our first 16 classes 1888-1903 [Library School register, 1902, p 49] shows that when the school was put on a graduate basis 253 students or more than two thirds the whole number matriculated had full or partial college courses.

Tuition fees. The total tuition, lecture and incidental fees for the entire course of two years have been increased: for residents of New York State from \$80 to \$100, for nonresidents from \$100 to \$150. These fees are to be paid for junior year, by residents, \$50 in October and \$25 in January; by nonresidents \$60 in October and \$40 in January. The total fees for senior year are: residents \$25, nonresidents (i. e. those whose residence was outside the State at time of matriculation) \$50 payable in October.

The unusual demand for places in our entering class shows that higher tuition and standards have not decreased the number of those anxious to take our course.

Changes in curriculum. The courses in elementary classification and elementary bibliography were given to the junior class at the beginning of the school year, followed Nov. 19 by the course in elementary cataloguing. The reference course was transferred from senior to junior year, and current topics from reading seminar to reference class. A course in advanced reference work was added to senior year.

Senior seminar. The seniors gained practical experience in making a library known to the public through the local press in connection with the library news report. Each student in turn prepared a two column letter for the *Albany Sunday Argus*, including not only local news, but also general library news of public interest.

The class also in semimonthly mock trustees meetings entered heartily into discussion of such timely subjects as branch libraries versus delivery stations and versus free delivery; dictionary versus classed catalogues; typewriter versus hand-work in cataloguing; reserve of study club books; children's work; shall the trustees or the librarian select the books for a small library?

Annual visit to leading libraries. June 12-16 the school visited Springfield city, Boston public, Harvard University, Medford public, Providence Athenaeum, Providence public, Brown University, Boston Athenaeum and Massachusetts state libraries. They attended the annual meeting of the American Library Association at Magnolia June 16-20, school closing for the year with this largest gathering of librarians (1017) yet held. Work was so arranged that the students did not return to Albany after the meeting. Experience proves that nothing during the course is more practically profitable than the carefully arranged visits for personal observation of the workings of leading American libraries and attendance at national or state library conferences with opportunities for personal acquaintance with the strongest men and women in the profession.

Elective work. The special courses for 1902 were:

SUBJECT	INSTRUCTOR	NO.	STUDENTS
Reference.....	D. V. R. Johnston ...	19	C. J. Barr, A. M. Burnham, Mabel Colcord, S. C. Crampton, F. E. Dunn, F. H. Fuller, E. L. Gay, E. J. Hawkins, Eliza Lamb, O. L. Mann, Lydia Mullon, A. H. Rodgers, M. A. Smith, Josephine Taber, H. M. Thompson, E. S. Wade, B. A. Whittemore, F. B. Whittier, P. G. Wiggin
Classification.....	Ada Bunnell.....	3	C. J. Barr, H. M. Thompson, E. S. Wade
Bibliography.....	W. S. Biscoe.....	2	C. M. Houghton, A. H. Rodgers

Bibliographies and theses. Two bibliographies compiled by Library School students as a condition of graduation were printed as bibliography bulletins during the year:

31 Monopolies and Trusts in America, 1895-99. Fanny Borden, '00.

32 Biography for Young People. Bertha Evelyn Hyatt, '99.

The following subjects were selected by the class of 1902 for the original bibliography required for graduation. Suggestions of topics are asked from librarians as our students prefer to do the work that will be most practically useful in libraries.

John Dryden. Charles James Barr

Labor Parties in the United States. Alice Miriam Burnham

Selected List of Periodicals on Fine Arts; classified and annotated. Mabel Colcord

History, Description and Architecture of the Châteaux of Touraine. Susan Charlotte Crampton

Sonnet in England. Florence Elizabeth Dunn

Children's Games and Play. Frances Howard Fuller

John Gay. Ernest Lewis Gay

History and Criticism of the English Novel. Emma Jean Hawkins

Higher Commercial Education. Celia Mabelle Houghton

Stained Glass Windows. Eliza Lamb

The Blind. Olive Louise Mann

Profitsharing in Great Britain and the United States. Lydia Mullon

Niagara Falls. Anna Hendricks Rodgers

Rhode Island Local History. Mary Alice Smith

Pipe Organs and Organists. Josephine Taber

History of Maryland since the Revolution. Helen Morton Thompson

History of Latter Half of 18th Century: reading list. Edith Sutcliffe Wade

Library Economy: select. Benjamin Arthur Whittemore

English Painting in the 19th Century. Florence Bertha Whittier

English Local History and Genealogy in the New York State Library. Pauline Gertrude Wiggin

63 bibliographies and 20 reading lists, a total of 83, have been presented. Of these 24 have been printed in our bibliography bulletins and 9 elsewhere. Our register, p. 53-62, gives a complete list through April 1902. Of the 92 theses presented 11 have been printed.

A. L. A. committee on library training. Two of the five members of the committee for 1902, Arthur E. Bostwick, chairman, and Samuel S. Green visited the school and addressed the students. The committee's favorable report is given in *Library Journal*, July 1902, 27: C135-36.

New York State Library School Association. The ninth and largest annual meeting was held at Magnolia June 18, 1902, 120 members being present. For account see *Library Journal*, Aug. 1902, 27: 782.

The association, now numbering 195, has more than doubled its membership during the year, owing chiefly to the personal efforts of the new chairman of the executive committee, Miss Florence Woodworth '88, who during the year presented its advantages to former students by correspondence. While all of the class of 1892 still in library work are members, and all but one of the class of 1891, the active interest of the later classes is shown by the fact that those for 1900-2 have the largest membership, 1902 leading with 29 out of 34, or all but three who are eligible and still in library work.

The association made the advisory committee on the Library School a permanent committee, thus insuring the helpful suggestions of the alumni as a regular part of their work.

The year was also signalized by the adoption of a very artistic and satisfactory association pin (a skeleton monogram LS in gold surrounded by a white enamel circle bearing the inscription, "NEW YORK STATE") and the issue of the handbook giving a short sketch, constitution, and complete lists of officers and members. For the alumni lectures under the auspices of the association, see handbook, p. 10. By special effort advance copies of the Library School register 1887-1901 were distributed to the association at the Magnolia meeting.

Officers 1902-3

President, Caroline Melvin Underhill, '89, Utica (N.Y.) public librarian

First vice president, Mary Floyd Williams, '99, B.L.S. in charge California University Summer School of Library Science

Second vice president, William Frederick Yust, '01, M.A. B.L.S. subinspector New York State Library and Home Education

Secretary-treasurer, Isabel Ely Lord, '97, B.L.S. librarian Bryn Mawr College

Executive board

The officers and Elisabeth Gertrude Thorne, '97, B.A. librarian Port Jervis (N.Y.) Free Library; Mary Elizabeth Hawley, '93, assistant cataloguer John Crerar Library, Chicago; James Ingersoll Wyer jr, '98, B.L.S. librarian Nebraska University

Advisory committee on Library School

1902-5 Edwin Hatfield Anderson, '92, M.A. librarian Carnegie Library, Pittsburg Pa. *chairman*

1902-4 Joseph Le Roy Harrison, '93, B.L.S. librarian Providence (R. I.) Athenaeum

1902-3 Caroline Melvin Underhill, '89, Utica (N.Y.) public librarian

Alumni lectureship. The alumni show their appreciation of what the school has done for them by providing each year the most helpful short course they can get from some recognized authority. In accordance with this plan Clement W. Andrews,

John Crerar librarian, Chicago, gave the fifth course of alumni lectures June 2-4. His extremely valuable lectures on *Guides to Scientific Literature* included a list of 150 annotated titles selected from the John Crerar Library bulletin, *List of Bibliographies of Special Subjects*, advance sheets of which Mr Andrews kindly gave the students. We shall print these lectures in an early bibliography bulletin.

For the alumni lectures for 1903 the association has fortunately secured Charles A. Cutter on the selection of books and pictures in fine arts.

The register, 1902, p. 63, gives a complete list of alumni lectures.

Summer course. The session for 1902 began Tuesday, June 3, ending Friday, July 11. There were 33 students from 9 states. New York led with 23, 7 being from the New York Public Library. Ohio and Texas sent 2 each and Connecticut, Illinois, Kentucky, Massachusetts, Tennessee and Wisconsin 1 each.

31 students received the Regents certificate awarded to those who complete the work of the course satisfactorily and also pass the examination. 15 of the 31 certificates were issued with honor.

Of the 33 students one took a special course and one completed the course begun in 1901. Miss Anna R. Phelps '01 assisted Miss Sutliff in general executive work.

All summer course instruction is given by the regular faculty. For full list see Library School handbook, 1901, p. 378 or register, 1902, p. 5-6.

The program for 1902 followed the general plan outlined in the last report (Library School bulletin 10, p. 446). Though subject bibliography, library buildings and a few other lectures were made optional nearly all of the class took them. One student took also special work in cataloguing and one in reference.

A. L. Peck, public librarian of Gloversville, gave an interesting and inspiring talk, July 3, on the librarian as a public servant.

The summer students also heard Mr Andrews's alumni lecture course.

Residence of summer course students 1896-1902

STATES	STUDENTS BY SESSIONS						Total from each state
	'96	'98	'99	'00	'01	'02	
Alabama.....		1					1
California.....					1		1
Connecticut.....	2				1	1	4
Illinois.....			3			1	4
Indiana.....	1	1	1	2	2		7
Iowa.....			1		2		3
Kentucky.....						1	1
Maine.....	1						1
Massachusetts.....	2	3	2	2	1	1	11
Minnesota.....					1		1
New Hampshire.....				1			1
New Jersey.....				1			1
New York.....	11	8	9	16	7	22	73
Ohio.....		1	3	4	4	2	14
Pennsylvania.....	1	1	1	1	1		5
Tennessee.....				1		1	2
Texas.....						2	2
Vermont.....	2						2
Virginia.....	1						1
Wisconsin.....						1	1
Total in each class.....	21	15	20	28	20	32	136

^a Excluding one enrolled in 1901.

The register, 1902, p. 64-68, gives the complete list of 104 summer course students, July 1896-July 1901. These with the 32 students in attendance in 1902 (not including one registered last year) make a total enrolment for summer courses of 136.

To meet the growing demand from librarians wholly unable to afford the time and expense of the two years course, we have after much consideration worked out a plan that seems to promise admirable results, by giving instruction in rotation in three great groups of subjects as suggested in our last report, p. 446-47. In 1903 the six weeks will be devoted to cataloguing and classification so that substantial progress will be made in these subjects, while only a few general lectures will be given on other topics. 1904 will be given to a general library course or to administration, and 1905 to a course in reference work and bibliography. By this plan an earnest librarian may take six weeks of instruction each summer, supplementing it by study at home under such advice as we can give by printed matter and correspondence and so in four years may take the general outlook and the three special courses in administration, cataloguing

and classification, reference work and bibliography, thus completing with earnest work a very creditable course.

The course of 1903, like those of previous years, will presuppose at least a full high school course as a general education basis and not less than one year's library experience. Instruction in cataloguing will begin with the simplest forms, passing rapidly to the more complex, and will include practice in assigning subject headings and in cataloguing documents. The chief attention will be given to dictionary cataloguing. There will also be lectures on the classed catalogue and optional work will be offered in assigning book numbers and in shelflisting. The course in classification will be practically that given in the first year of the full course.

The next session will be held Wednesday, May 20 to Tuesday, June 30, 1903. As the course is crowded and the time of both students and faculty fully occupied during the whole six weeks it is impossible to admit any one after the opening day.

Faculty. There has been no change in the faculty, which is given in full in the register, 1902, p. 5-6, with list of library positions, offices, etc. held by each member.

Lecturers 1902. Aside from lectures by the faculty, 16 lectures were given by the following 10 persons, whose themes were their own libraries and special departments if no topic is specified.

LECTURER	POSITION	NO. LEC.	SUBJECTS
Andrews, C. W.	lib'n John Crerar Library, Chicago	3	Guides to scientific literature
Avery, Myrtilla	director's ass't N. Y. State Home Education	1	
Bostwick, A. E.	chief of circulation dep't, New York Public Li- brary	1	Branch libraries
Green, S. S.	pub. lib'n Worcester Mass.	1	Library administration
		1	Relation of library to foreign population
Griswold, S. B.	N. Y. State law lib'n	1	Law libraries
		1	Law books for a public library
Hill, F. P.	pub. lib'n Brooklyn	3	Library administration with special reference to branch libraries
Phelps, Anna R.	trustee Glen Haven (N.Y.) Public Library	1	Point of view of the little library
Powers, H. H.	president Bureau of Uni- versity Travel	1	Bibliography of art
Riis, J. A.	New York Journalist	1	Reading in the slum districts
Sharp Katharine L.	head lib'n University of Illinois and director State Library School	1	Library schools on a graduate basis

The library institute conducted by A. L. Peck, Gloversville public librarian, was held in the State Library May 7-8 and was attended by all the students, as was also the evening address of Dr J. H. Canfield, librarian of Columbia University.

Dr Canfield has accepted appointment as a regular nonresident lecturer in the school.

Full course students 1902. The classes for the year were:

Seniors, class of 1903

Barr, Charles James, River Forest Ill. Ph.B. (Michigan) 1892
 Burnham, Alice Miriam, Hamilton N. Y. B.A. (Vassar) 1900
 Colcord, Mabel, Dover Mass. B.A. (Radcliffe) 1895
 Crampton, Susan Charlotte, St Albans Vt. B.A. (Vassar) 1894
 Dunn, Florence Elizabeth, Waterville Me. B.A. (Colby) 1896
 Fuller, Frances Howard, New York. B.A. (Vassar) 1894
 Gay, Ernest Lewis, Boston. B.A. (Harvard) 1897
 Hawkins, Emma Jean, Malone N. Y. B.M. (Smith) 1897
 Houghton, Celia Mabelle, Littleton Mass. B.A. (Stetson) 1897
 Lamb, Eliza, Utica N. Y. B.A. (Western) 1900
 Mann, Olive Louise, Florence Mass. B.A. (Smith) 1900
 Mullon, Lydia, Lincoln Neb. B.A. (Nebraska) 1892, M.A. 1896
 Rodgers, Anna Hendricks, Albany N. Y. B.A. (Mt. Holyoke) 1900
 Smith, Mary Alice, Worcester Mass. B.A. (Smith) 1897
 Taber, Josephine, Salem O. Wellesley 1883-85
 Thompson, Helen Morton, Cheltenham Md. B.A. (Woman's College of Baltimore) 1894
 Wade, Edith Sutcliffe, Cohoes N. Y. B.A. (Mt Holyoke.) 1900
 Whittemore, Benjamin Arthur, Cambridgeport Mass. B.A. (Harvard) 1892, M.A. 1893
 Whittier, Florence Bertha, Riverside Cal. B.A. (Stanford) 1899
 Wiggin, Pauline Gertrude, Manchester N. H. B.L. (Smith) 1890; M.A. (Radcliffe) 1895

Juniors, class of 1903

Bacon, Corinne, New Britain Ct. Graduate (Packer Collegiate Institute) 1890
 Barnes, Walter Lowrie, Westerville O. Ph.B. (Otterbein) 1898
 Bennett, Bertha Ilione, Ilion N. Y. B.L. (Syracuse) 1899
 Blunt, Florence Tolman, Haverhill Mass. B.L. (Mt Holyoke) 1896, B.A. 1899
 Brown, Zaidee Mabel, Palo Alto Cal. B.A. (Stanford) 1898
 Chapman, Grace Darling, Geneva N. Y. B.L. (Lake Erie) 1901
 Clarke, Mary Reynolds, Whitinsville Mass. Wellesley 1876-78; Smith 1879-80
 Donnelly, June Richardson, Cincinnati O. B.S. (Cincinnati) 1895
 Draper, Annie Elizabeth, Auburn N. Y. Cornell 1900-1
 Eastwood, Mary Edna, Albany N. Y. B.A. (Vassar) 1899
 Ferguson, Milton Jay, Norman Okl. B.A. (Oklahoma) 1901
 Gibbs, Ethel Nye, Grafton Mass. B.A. (Wellesley) 1901
 Greene, Elizabeth Elma Harrington, Battle Creek Mich. Ph.B. (Chicago) 1899
 Groves, Charlotte Elizabeth, Alfred N. Y. B.A. (Wilson) 1899
 Hazeltine, Alice Isabel, Warren Pa. Ph.B. (Syracuse) 1901]

Hepburn, William Murray, Pictou, Nova Scotia. B.A. (Dalhousie) 1895, M.A. 1897

Jenks, Edwin Munroe, Boston

Katz, Louise Waldman, Ithaca N. Y. B.S. (Cornell) 1900

Larsen, Martha Emely, Kristiania Norway. Ph.B. (Det kongelige norske Frederiks universitet, Kristiania) 1896

MacCarthy, Sara Ann, Rochester N. Y. B.A. (Vassar) 1895

McCurdy, Robert Morrill, Andover Mass. B.A. (Harvard) 1900

Marvin, George Ritchie, Brookline Mass. B.A. (Hamilton) 1901

Patterson, Marian, Jamestown N. Y. B.A. (Wellesley) 1901

Perrv, Everett Robbins, Worcester Mass. Harvard 1899-1901

Seligsberg, Ella Rosina, New York. B.A. (Barnard) 1899

Tweedell, Edward David, Providence R. I. Ph.B. (Brown) 1901

Waters Caroline Elmina, Chardon, O. Ph.B. (College for Women of Western Reserve Univ.) 1897

Whittlesey, Julia Margaret, Cleveland O. B.L. (Lake Erie) 1899

Wyer, Malcolm Glenn, Excelsior Minn. B.A. (Minnesota) 1899, M.L. 1901

Summer course students 1902. The 33 students of the sixth summer course were:

Birtwell, Frances Margaret, first assistant Harvard Divinity School Library 1888-1901. *Two weeks*

Bogert, Julia Thomas, B.A. (Evelyn) 1897; assistant St Agnes branch, New York Public Library

Boss, Helen Hutchinson, assistant Young Men's Association Library, Albany N.Y.

Brown, Ralph Minthorne, Brooklyn Polytechnic Institute 1896-97; B.A. (Cornell) 1901; librarian Flower Memorial Library, Veterinary College, Cornell University

Clark, Sarah M., Packer Collegiate Institute; assistant Richards Library, Warrensburg N. Y.

Cochran, Jennie Owen, Hampton College, Louisville Ky. 1888-89; assistant librarian Polytechnic Society, Louisville

Davis, Mary Isabel, assistant circulating department Cleveland (O.) Public Library

Deevey, Edward S., assistant Albany (N.Y.) Free Library

Doolittle, Hattie Amanda, librarian Williams Free Library, Beaverdam Wis.

Forbes, Mary Lamanda, assistant Jamestown (N. Y.) High School Library

Greene, Ethel Mary, substitute assistant Herkimer (N. Y.) Free Library

Harper, William, B.A. (Albion) 1870, M.A. 1873; Munich University 1872-75; superintendent and librarian Poppenhusen Institute, New York

Kelley, Mrs Fears (Williams), B.A. (Huntsville Female College) 1889; assistant Vanderbilt University Library, Nashville Tenn.

Langdon, Amelia Emeline, cataloguer's assistant circulation department New York Public Library

Langdon, Grace Taylor, assistant Muhlenberg branch, New York Public Library

Mastin, Alice, librarian Millbrook (N. Y.) Free Library

Morrell, Mary, Wells College 1868-70; assistant librarian Aurora (N. Y.) Public Library

Munger, Alice Dorothy, assistant Herkimer (N. Y.) Free Library

penfield, Augusta Eleanor, assistant Jamestown (N. Y.) High School Library

Perkins, Ellen Fairfield, cataloguer's assistant circulation department New York Public Library
 Povey, Grace Emma, assistant New London (Ct.) Public Library
 Rosen, Anna Hulda, librarian Young Men's Hebrew Association, New York
 Schaub, Emma, cataloguer Columbus (O.) Public School Library
 Slater, Alice, first assistant Bond st. branch, New York Public Library
 Snyder, Elvira Lorraine Foster, assistant Bond st. branch, New York Public Library
 Stonehouse, Mary Elizabeth, assistant Young Men's Association Library, Albany N. Y. *Partial work*
 Surratt, John Edward, Baylor University, Waco Tex. 1898-date; joint librarian Baylor University
 Surratt, Odo, Baylor University, Waco Tex. 1898-date; joint librarian Baylor University
 Tompkins, Josephine, assistant St Agnes branch, New York Public Library
 Townsend, Adelaide Munson, assistant Brooklyn Public Library
 Van Zandt, Ethel Jean, assistant Pruyn Library, Albany N. Y. *Four weeks. Partial work*
 Walker, Evelyn Harriet, librarian All Souls Library, Chicago
 Whitaker, Mabel Holbrook, assistant Fulton (N. Y.) Public Library

Private instruction. Special instruction was given this year to only one student outside the school and library, Miss Mary Elizabeth Stonehouse, Y. M. A. Library, Albany, October 1901-March 1902.

Staff instruction. Nineteen State Library assistants (a larger number than ever before) availed themselves of the chance to increase their efficiency by taking courses in the school. This work was done on their own time, the library making no charge for tuition as it benefits so directly by their increased usefulness. The following 15 courses were chosen:

COURSES	MEMBERS OF STAFF	COURSES	MEMBERS OF STAFF
Elementary bibliography.....	5	Selection of books.....	2
Accession department.....	6	Advanced bibliography.....	1
Elementary cataloguing.....	9	Advanced reference work...	2
Elementary dictionary cataloguing.....	3	History of libraries; American.....	1
Elementary classification....	4	Summer course	
Elementary reference work..	2	Classification.....	2
Shelf department.....	2		
Library editing and printing.	3		
Round Table.....	1		
Library administration.....	1		

Positions. Of a total of 1010 positions filled before Oct. 1, 1902, 426 have been in New York, 540 in 30 other states, 35 in

the District of Columbia and 9 in 5 foreign countries. The following 95 new positions were filled by our graduates and students, during the year. 22 positions were in New York and 63 in 19 other states, 7 in the District of Columbia, 2 in Canada and 1 in Norway. Of the 23 positions now filled by Library School students in Washington 14 are appointments in the national library, including 3 made this year.

11 members of the school took the state civil service examination held May 17 for State Library positions as assistants. 3 have been appointed.

Positions filled 1902

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
1889		
Palmer, Henrietta R...	head of cataloguing dep't.....	Brown University Library
	special cataloguer for Metcalf collection.....	Brown University Library
	classifier and cataloguer.....	Richards Memorial Library, North Attleboro Mass.
1891		
Crawford, Esther.....	instructor in classification and cataloguing.....	Iowa State University Summer School for Library Training, Iowa City
Fearey, Charlotte S....	classifier and cataloguer.....	Pamphlet collection of Horace E. Deming, New York
Plympton, C. W.....	cataloguer.....	Private library of Mrs Clara (Erskine) Clement Waters, Boston
	portrait indexer.....	A. L. A. pub. board, Boston
1892		
Robbins, Mary E.....	head instructor.....	Chautauqua Library School
1893		
Forsyth, W. G.....	assistant.....	Boston Public Library
1894		
Bullock, Edna D.....	secretary.....	Nebraska Public Library commission, Lincoln
Gibson, Irene.....	assistant order division.....	Library of Congress
1895		
Cone, Jessica G.....	classifier and cataloguer.....	Carnegie Library, Nashville Tenn.
1896		
Edwards, Ella M.....	cataloguer.....	South Bend (Ind.) Public Library
	organiser.....	Carnegie Public Library, Goshen Ind.
Wait, Marie F.....	librarian.....	Longstreet Library, Peddie Institute, Hightstown N. J.
1897		
Andrews, Elisabeth P..	assistant.....	Hartford (Ct.) Public Library
	classifier and cataloguer.....	Center Church Library, Hartford Ct.
Hopkins, Julia A.....	librarian Wylie Avenue branch.....	Carnegie Library, Pittsburg Pa.
Smith, Bessie S.....	librarian.....	Carnegie-Stout Free Library, Dubuque Ia.
Waterman, Lucy D....	assistant reference department.....	Carnegie Library, Pittsburg, Pa.
1898		
Garvin, Ethel.....	special libraries custodian.....	Providence (R. I.) Public Lib.

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
Imhoff, Ono M.....	librarian.....	Jarvie Memorial Library, Bloomfield N. J.
Wilson, Ellen S.....	librarian.....	Carnegie Lib. Steubenville O.
1899		
Hyatt, Bertha E.....	assistant catalogue division.....	Library of Congress
McCall, Catharine.....	classifier and cataloguer.....	Greenwich (N. Y.) Free Library
Williams, Mary F.....	instructor in charge.....	California University Summer School of Library Science, Berkeley
Wood, Harriet A.....	instructor in reference work, accession and shelflist.....	Iowa State University Summer School for Library Training, Iowa City
1900		
Brown, Bertha M.....	librarian.....	Madison (Wis.) Free Library
Burnet, Duncan.....	head cataloguer.....	Missouri Univ. Lib. Columbia
Crump, R. L.....	attendant delivery department.....	New York Public Library
Goulding, P. S.....	assistant catalogue division.....	Library of Congress
Ray, Frances K.....	classifier and cataloguer.....	Millbrook (N. Y.) Free Library
	classifier and cataloguer.....	Sidney (N. Y.) Public Library
Rockwell, Adaline B...	assistant librarian.....	Hampton (Va.) Normal and Agricultural Institute
1901		
Bascom, Elvira L.....	indexer.....	New York State Library
Beard, Josephine.....	special cataloguer.....	Bates Coll. Lib. Lewiston Me.
	classifier and cataloguer.....	Skowhegan (Me.) Public Library
Casamajor, Mary.....	librarian.....	Asbury Park (N. J.) Public Lib.
Goetsman, Charlotte E.	classifier and cataloguer.....	Fort Dodge (Ia.) Public Library
Hays, Alice N.....	assistant in charge of periodicals...	Stanford University Library, Stanford University Cal.
Keller, Helen R.....	assistant in charge of Barton-Ticknor hall.....	Boston Public Library
Maltbie, Anne L.....	cataloguer.....	Connecticut State Library
Nutting, Gertrude B...	assistant.....	Wisconsin Univ. Lib. Madison
Phelps, Anna R.....	special work preliminary to opening cataloguer.....	Fletcher Memorial Library, Ludlow Vt.
	assistant.....	Private library of Robert C. Pruyn, Albany N. Y.
	assistant.....	New York State Library School summer course
	assistant.....	Chautauqua Library School
Prentiss, May L.....	1st assistant catalogue department.	Carnegie Library, Pittsburg Pa.
Sanderson, Edna M....	vice director's assistant.....	New York State Library School
Smith, Marie M.....	children's librarian Lawrenceville branch.....	Carnegie Library, Pittsburg Pa.
Thompson, Helen M....	assistant catalogue division.....	Library of Congress
	cataloguer and clerk.....	U. S. Dep't of Agriculture Lib.
Williams, E. C.....	lecturer on reference work.....	Adelbert College, Cleveland
Woodin, Gertrude L...	assistant.....	U. S. Dep't of Agriculture Lib.
1902		
Avery, Jessie R.....	assistant.....	Brooklyn Public Library
Barr, C. J.....	assistant catalogue division.....	Library of Congress
	reference librarian.....	John Crerar Library, Chicago
Clafin, Louise.....	assistant cataloguer.....	Cleveland Public Library
Colcord, Mabel.....	assistant.....	New York State traveling libraries division
	assistant cataloguer.....	Iowa State University Library, Iowa City
Converse, Minnie L....	librarian.....	Mt Pleasant (Mich.) Central State Normal School
Crampton, Susan C....	1st assistant reference department.	Carnegie Library, Pittsburg Pa.
Crewitt, Mrs J. M. (Summer).....	assistant.....	Nebraska Univ. Lib. Lincoln

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
Deming, Margaret C.	cataloguer	Macdure Library, Pittsford Vt.
	classifier	Brandon (Vt.) Public Library
Gay, E. L.	assistant cataloguer	Harvard University Library
Hawkins, Emma J.	cataloguer	Bryn Mawr College Library
Houghton, Cella M.	classifier and cataloguer	Madison (Wis.) Free Library
Hunter, Dexter, jr.	assistant	Buffalo Public Library
Lamb, Eliza	librarian	Western College, Oxford O.
Multon, Lydia	cataloguer	McGill University Lib. Montreal.
Pope, S. E.	reference assistant	Watkinson Lib. Hartford Ct.
Rodgers, Anna H.	librarian	Pruyn Library, Albany N. Y.
Taber, Josephine	assistant loan department	Carnegie Library, Pittsburg Pa.
Wade, Edith S.	classifier and cataloguer	Private library of Albert Vander Veer M. D. Albany N. Y.
Whittier, Florence B.	assistant	California University Summer School of Lib. Science, Berkeley
	classifier	Mechanics Institute Library, San Francisco
Wiggins, Pauline G.	librarian	West Virginia University, Mor- gantown
1903		
Barnes, W. L.	librarian	Y. M. C. A. Albany N. Y.
Brown, Zaidee M.	librarian	St Agnes School Library, Albany N. Y.
	assistant	New York State Library School
Chapman, Grace D.	cataloguer	Cleveland Public Library
Clarke, Mary R.	head of children's department	Worcester (Mass.) Free Pub. Lib.
Donnelly, June R.	cataloguer	Cleveland Public Library
Draper, Annie E.	cataloguer	Cleveland Public Library
Ferguson, M. J.	cataloguer	Rochester (N. Y.) Engineering Society
Groves, Charlotte E.	cataloguer	Cleveland Public Library
Haskins, Alice I.	assistant	Chautauque Library School
	classifier and cataloguer	Tuesday Club Lib. Mayville N. Y.
Hepburn, W. M.	assistant	Presbyterian Coll. Lib. Halifax
Jenks, E. M.	acting librarian	Boston Library Society
Larsen, Martha E.	chief librarian	Folkebibliotheket, Trondhjem, Norway
McCurdy, R. M.	assistant shelf department	Harvard University Library
Marvin, G. R.	assistant librarian	New England Historic Genealogi- cal Society, Boston
Waters, Caroline E.	cataloguer	Cleveland Public Library

A.L.A. catalogue. The decision that the preparation of this long talked of classified and annotated list of the best selection of books for a small public library is to be permanently located here is a distinct advantage to our school. We have all the lists, notes and other material made by the cooperation of leading librarians and specialists throughout the country since the present director of the school outlined the plan and secured its approval by the American Library Association at its meeting in Boston in 1879. With our work in the public libraries division, the selection of lists for schools, study clubs and State Library readers we have the most completely organized plan of systematic selection and annotation and it will be of great value

to students in the school during their course to become familiar with this work.

Publications. The five year edition of the Library School register issued in June covers the first 15 years of the school, Jan. 5, 1887–Dec. 31, 1901, and contains a complete list of the 363 matriculated students, with residence before entrance, Library School, college and library connection of each. This list is followed by statistical summaries and a complete list of the 104 students in the first five sessions of our summer course.

Distribution of publications. The revised printing and appropriation laws combined with the great growth of the University shipping lists have compelled adoption of new rules for distributing University publications to Library School students. The revised rules given below take effect Oct. 1, 1902.

Free

1 Students while in the school receive, as soon as issued, library reports, bulletins and any other University printed matter related to their work.

2 They may also have, on application to the director, other University publications available for distribution.

Special prices to former students

3 By paying cost of sending, on receiving notice of amount due, former students who so request may have a copy of the report of the Library School and of the State Library (pamphlet edition), also of all available stencils, blanks, outlines and similar matter (except bulletins and other pamphlet material included under 5) distributed to the school. This material will be sent out twice each year.

4 Bound and otherwise restricted publications will be sold at half price, students paying postage or express; e. g. the State Library report (bound) 37c, usual price 75c; legislation bulletin single copies unbound 13c, usual price 25c, one unbound volume of five numbers 50c, usual price \$1.

5 So far as practicable, bulletins and other pamphlet publications of any one department will be sent quarterly for 50c a year, in advance; but the publications wanted must be distinctly specified. The bulletins of the State Library are: legislation,

bibliography, history and Library School; but if only bibliography and Library School bulletins are wanted they must be specified. Students should also specify whether they wish circulars and other pamphlet material of a department included; e. g. Home Education syllabuses, traveling library finding lists, etc. Lists of available publications of all departments will be sent on request.

Students may have publications under 4-5 sent separately as soon as issued by paying extra cost of postage. If no preference is expressed they will be sent quarterly.

6 All inquiries should be addressed to Library School.

Chautauqua summer school. The director has again acted as general director (without salary) of the Chautauqua Library School. In the two years we have had 66 students representing over 20 different states, and have been able to render a distinct service to the library profession in a way impracticable otherwise. The fact that this course is given in one of our own institutions in New York, under supervision of the Regents, has made it possible to arrange our own courses in rotation and relieve us of the necessity of giving each year the general outlook which now can be had at Chautauqua. With each year's experience we are thus approximating more nearly to a satisfactory solution of the great problem of library training.

The second session of the Chautauqua summer school was held July 5-Aug. 15 with 23 regular and 3 special students representing 7 states. Miss M. E. Hazeltine, resident director of the school, was assisted by Miss M. E. Robbins '92, Miss A. R. Phelps '01 and Miss A. I. Hazeltine '03. Lectures were also given by A. L. Peck, H. L. Elmendorf and W. R. Eastman and the director of the State school.

Future of library schools. We have to face two practical difficulties in the field of library instruction. The first is so called library classes opened in various individual libraries, the second the proposed library schools connected with various general summer schools or correspondence teaching institutions. There is of course grave danger of superficial work and of misleading both public and pupils into the idea that a trained librarian can be turned out in six weeks or be made by a correspondence course. To those who have studied the question of library train-

ing carefully this is as ridiculous as to propose in similar time to make competent physicians or lawyers. The mere suggestion would smack so strongly of charlatanry as to be laughed out of court. But most persons know nothing of the professional requirements for librarianship and do not recognize the absurdity that would be patent in talking of other professions. It seems to them that if one man can attend a school for embalming and learn how to do the work in a month, another can in the same time learn how to "keep a library." This danger and the experience that many have had with those trying to pose as experts on the strength of this superficial work, have led many friends of the profession to the extreme of discouraging if not of ridiculing efforts to teach even the simpler parts of librarianship without adequate equipment or faculty. When one with a reputation yet to be made offers instruction in which he is the entire faculty, and the entire equipment is in a single drawer, it recalls the burlesque attempts at "colleges" which a few years ago made certain sections ridiculous.

Extreme respect for our profession, however, involves danger almost as great as the evil it protests against. We must face certain facts. There are nearly 10,000 little libraries in America and not as many hundred high grade trained librarians. No one is so foolish as to wish the number of these libraries diminished or not to wish that every one of their librarians would learn as much as possible about modern methods and acquire as much as possible of library inspiration. Yet no one is optimistic enough to think that a tenth of these people can possibly attend thoroughly equipped library schools. They can afford neither time nor money, and if both were available, there is room at most for only a few score each year. The help given must therefore be through summer schools and correspondence teaching or not at all, and instead of sneering at the superficial character of such work, we should give our best energies to improving available facilities and guard against mere dabblers and charlatans by offering opportunities for really good guidance and instruction in short periods. Probably the poorest and weakest class yet organized was better than none and so contributed something toward a good cause. Our problem is to raise quality of instruction offered and to protect both pupils and public against misunderstanding the grade of work actually

done. There will be some teachers who undertake this work commercially, hoping to increase their incomes from fees received. Many students take up this subject as they would any other offering a means of livelihood, but in most cases both teachers and students earnestly wish to give and get the best instruction possible in order that more good work may be done.

We therefore encourage local classes in large libraries, where the number of assistants employed makes it economy to give needed instruction to beginners in classes instead of individually. Many would get such help in no other way, and by well organized classes, professing not to teach library science, but only to help those who aspire to do the work of that library well, the esprit de corps of the staff can be kept higher. They can be interested in reading and study pertaining to their work, and results can be attained enough better to justify the somewhat serious labor and expense to the library of carrying on the class.

In summer schools as well as in normal schools, colleges and universities every one would be delighted to see library courses offered for readers and students rather than for librarians. These ought to be extended to high and also to professional and technical schools, for every man or woman engaged in any form of literary work would find it of the utmost practical value to have had at least a short course of instruction in the way to use a library to the best advantage. The danger feared by those who hold high professional standards is that some recipients of this superficial instruction will believe themselves competent librarians, and it should be impressed on them first, last and always that they are being trained as readers, not as members of the profession. With such care it ought to be possible to make the distinction as clear as it is in classes on first aid to the injured that they are not being trained as physicians, though they are taught some things that all physicians know, for personal use and that they may be more efficient helpers in emergencies.

Finally, instruction may be offered by summer schools for those engaged in library work. The first difficulty in some cases is lack of an adequate library as a basis for study. This can be partly overcome by shipping to the school a liberal collection of books and appliances needed for study. The standard of the

school will depend almost entirely on the librarian who gives the instruction, and competent instructors would serve if they were sure that substantial good could be accomplished. There are considerable numbers of librarians and assistants willing to spend part of each day in professional advancement in connection with the recreation and entertainments of a desirable summer resort like Chautauqua, where they can be with their families or friends and their expenses are moderate. Some of these librarians may be prevented by such a summer course from attending regular library schools, but on the whole I believe the experiment worth repeating of offering, under conservative guidance, elementary library instruction at other desirable summer centers.

In our inspection we find that a competent man can in a half day give suggestions, advice, remove difficulties and explain methods so that his visit marks a distinct gain to the library. In the same way any librarian or assistant would be likely to get substantial practical help in doing better work in the following year if she could attend classes under competent guidance for six weeks in a well organized summer school. One thing is sure, if the best qualified librarians refuse to lend their assistance to a movement of this kind, it will not mean that the schools will not be started, but that they will be carried on by persons whom none of us would think of selecting as specially qualified for the work. The demand for help of this kind has become so great that it must be met. Certainly no law can be passed forbidding any one to offer such instruction. Those of us who aim at high standards have only one course left. We must offer such good instruction under such trustworthy guidance that it will be impossible for the incompetent to secure pupils. The modern public high school has driven out of existence great numbers of institutions which were not worthy of public confidence, because when people found they could get good instruction for even less than was charged by those whose interest was wholly to make money, they ceased to patronize the inferior institutions, which, being maintained solely as a source of income, were abandoned when financial support was withdrawn.

We have all the collections made by the American Library Association and for the last three world's fairs at Chicago, Paris

and Buffalo, and have also the responsibility for the coming library exhibit at St. Louis. These, supplemented by the constant efforts of the school, have given us by far the largest collections in existence of material for study and illustration. As the first school in the world for library training we have the longest experience and in the Empire State the greatest need and demand for affording aid. It is clearly our duty to make these unusual facilities available to all who need help and are willing to do their part, from the youngest librarian or assistant who asks a single question or writes a letter, to the university bred candidate for the highest professional honors who wishes to take our full course and supplement it by specialized study in our graduate courses. We have hoped that we might lessen our labor and responsibility by concentrating our attention on the regular school and leaving it to others to supplement that work. Every year's experience makes plainer however that the greatest good to the State at large and to the library movement demands that the unusual facilities focalized here should be made available to every library worker in the State according to his needs. It is impracticable to duplicate these facilities elsewhere, for many years at least, and the greatly needed work can certainly be done much cheaper by massing it at a single center where services, collections and experience can all be utilized as needed.

In individual work the inspection of libraries by a sympathetic expert is most important. These visits open the way for correspondence, answering direct questions and giving voluntary suggestions. To this we plan to add certain courses of guided reading, thus adding print to the oral and manuscript assistance already given.

The next step is to encourage the best workers to attend regularly the local and state library meetings and when practicable to go also to the interstate and national meetings where the outlook is so much broadened and esprit de corps strengthened by contact with leaders of the profession.

The elements of classwork are found in the round table where a half dozen interested may spend the day with an inspector at some convenient central point. The next step is attendance at a library institute which must be lengthened from two days to the full week found best in teachers institutes. To both these our public libraries division must give increasing attention as

the field where greatest good can be done at a given cost. From the institutes the most promising candidates will be encouraged to take the six weeks general summer course, following it, if they can, with the three summer courses in rotation and filling the intervals with guided reading and correspondence. Again from the summer schools some of the most promising candidates will take the regular two years course and in the final sievelike process we shall get a few of unusual fitness and ability who will take our graduate work. Thus we should offer training for a day in the round table, for a week in the institute, for six weeks in the summer school, for two years in the regular course, before the specialization of our proposed graduate school.

Length of course. We are often asked if the next step will not be to lengthen the course for the B.L.S. degree from two to three years. Sixteen years experience has convinced our entire faculty that this is not desirable. Now that the school is on a graduate basis so that each candidate for admission holds a degree from a college registered as maintaining proper standards, we believe that the regular systematic instruction for the degree should be kept within two full years. It is equally clear that we should offer as soon as we can arrange for them graduate courses for those inclined to pursue further their studies in library economy or bibliography. Most of this graduate work would be specialized and be taken by those fitting themselves for heads of departments. A year or more of such graduate study should properly lead to the master's degree. Some would give it entirely to cataloguing and classification, others to bibliography and reference work, others to general library administration. Some would take up organizing, inspection and other supervisory or state commission work, while others would take up studies fitting for heads of special libraries like law, medicine, science, education, history, manuscripts. Some would devote their time wholly to children's libraries and juvenile reading. For much of this work the great and rapidly growing collections of the school and facilities connected with our State Library and Home Education departments with their connection and official relations with the 1200 libraries of the State offer far the best facilities available. Certain things can be studied better elsewhere and our highest success demands that our

graduate students of any special topic should be able to go to any point where that topic can be studied better than in Albany. We hope some one seeking the best opportunities for educational and philanthropic investment will provide fellowships, the income of which can be available not only for local expenses in graduate work at Albany, but for such traveling as may seem wise to the faculty. Graduate students following special lines of investigation for the master's degree would study conditions in various places and the resulting theses and accumulated material would have great practical value to their successors, for all of it would be made immediately available in the Library School collections.

It was gratifying to find in our faculty meeting devoted wholly to this subject that experience and study of the question had led every member to agree that we had no wish to add a third year to the B.L.S. course, but that the interests of librarianship demanded that we should offer graduate courses for those wishing to earn the master's degree.

Respectfully submitted

MELVIL DEWEY

New York State Library, Oct. 1902

Director

Calendar, 17th school year, 1902-3

1902

- | | | |
|------|----|--|
| Oct. | 1 | School opens Wednesday a.m. |
| Nov. | 4 | Election day, holiday, Tuesday |
| Nov. | 26 | } Thanksgiving recess Wednesday noon to Monday |
| Dec. | 1 | |
| Dec. | 24 | Christmas recess begins Wednesday a.m. |

1903

- | | | |
|------|-------|---|
| Jan. | 6 | Lectures begin Tuesday a.m. |
| Feb. | 12 | Lincoln's birthday, holiday, Thursday |
| Feb. | 23 | Washington's birthday, holiday, Monday |
| Mar. | 25-27 | Course examinations Wednesday-Friday |
| Ap. | 7-20 | Visit to New York, Philadelphia, Baltimore and Washington libraries |
| Ap. | 21 | Lectures begin Tuesday a.m. |
| May | 20 | Summer course begins Wednesday a.m. |
| May | 30 | Memorial day, holiday, Saturday |
| June | 16-19 | Course examinations Tuesday-Friday |
| June | 19 | School closes Friday p.m. |
| June | 30 | Summer course closes Tuesday a.m. |

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University of the State of New York

New York State Library

REPORTS AND BULLETINS

Annual report 1819-date. O. *All in print to 1892, in paper 15c a volume; 1893-date, cloth 75c.*

No reports published for 1820-23, 1842.

Director's report 1897 (70p. 10c) 1898 (108p. 15c) 1899 (108p. 20c) 1900 (216p. 30c) 1901 (84p. 15c)

Bulletins 1891-date. O. *To advance subscribers 50c a year. Omission of numbers indicates that they are out of print.*

LEGISLATION 1-7, 9-11, 13, 15, 18. **Annual Comparative Summary and Index of State Legislation** 1890-date. Vol. 1 & 3, \$2; vol. 2, \$1; 25c for single copies of summary, except \$1 for no. 11; others as listed below.

A minutely classified annual summary of new laws passed by all the states, followed by a full alphabetic index of specific topics. Though printed specially to enable New York legislators to utilize with a minimum of labor the experience of other states, it is of course equally useful to all legislators and students of comparative legislation elsewhere. To enable the consulter to determine which laws he needs to look up, each is briefly summarized under its specific head, and cited exactly, usually by state, chapter number and date of approval.

— 8 **State Finance Statistics**, 1890 and 1895. 58p. Mar. 1897. 10c.

Classified comparative summary of state finance statistics.

— 12, 14, 16, 17: monographs. 12 **Trend of Legislation in the United States**. 40p. May 1900. 5c.

— 14 **Taxation of Corporations in New York, Massachusetts, Pennsylvania and New Jersey**. 198p. May 1901. 25c.

— 16 **Review of Legislation** 1901. 250p. Mar. 1902. 25c.

— 17 **Digest of Governors' Messages** 1902: including related topics in the president's message. 162p. Oct. 1902. 25c.

Consolidated Summary and Index of Legislation by States, 1890-1900. *In preparation.*

ADDITIONS 1 **General Library**, Oct. 1890. 204p. July 1891. 25c.

List of additions (except law books) closely classed by subject, followed by author and minute alphabetic subject indexes.

— 2 **Subject Index of Law Additions**, Jan. 1, 1883- Dec. 31, 1893. 304p. Nov. 1894. 35c.

Includes 12,000 volumes and 600 pamphlets, with references to leading articles in 447 volumes of law periodicals. Important trials are entered under the subjects which they specially illustrate. Under "Constitutional conventions" is given the library's probably unequalled collection of journals, debates and documents of American constitutional conventions.

— 3 **General Library**. 854p. Sep. 1894. 75c, boards.

See note to Additions 1.

BIBLIOGRAPHY 6-8 **Japan; Venice; Out-of-door Books**. 64p. Feb. 1898. 10c.

— 9-11 **The Netherlands; Renaissance Art of 15th and 16th Centuries; History of the Latter Half of the 15th Century**. 128p. Ap. 1898. 15c.

— 13 **Fairy Tales for Children**. 30p. June 1898. 5c.

— 14 **Index to Subject Bibliographies in Library Bulletins** to Dec. 31, 1897. 62p. Aug. 1898. 10c.

— 19 **College Libraries in the United States**. 52p. Dec. 1899. 10c.

— 20 **House Decoration and Furnishing**. 20p. Dec. 1899. 5c.

- 21 Best Books of 1899. 28p. May 1900. 5c.
- 22 Domestic Economy. 144p. Jan. 1901. 20c.
- 23 Connecticut Local History. 114p. Dec. 1900. 15c.
- 24 New York Colonial History. 272p. Feb. 1901. 35c.
- 25 China and the Far East. 122p. Mar. 1901. 20c.
- 26-27 Fröbel and the Kindergarten; (with) Reading List for Children's Librarians. 92p. May 1900. 15c. No. 27, separately 5c.
- 28 Maine Local History. 148p. June 1901. 20c.
- 29 Best Books of 1900. 32p. July 1901. 10c.
- 30 Class List of a \$500 Library recommended for Schools. 82p. July 1901. 15c.

First two editions were printed as Extension (Home Education) bulletins 14-15.

Selection of books for reference and general reading. Editions have been carefully chosen with regard to print, paper, editing and cost.

- 31 Monopolies and Trusts in America 1895-99. 38p. Oct. 1901. 10c.
- 32 Biography for Young People. 62p. Nov. 1901. 15c.
- 33 French Government Serials in American Libraries. 72p. Jan. 1902. 15c.
- 34 Best Books of 1901. 30p. June 1902. 10c.

HISTORY 1 Supplementary List of Marriage Licenses. 50p. Ap. 1898. 5c.

This series is chiefly reprints of selected manuscripts in state collection.

- 2 Colonial Records: General Entries. v. 1. 1664-65. 156p. May 1899. 20c.
- 3 Annotated List of Manuscripts in New York State Library. 34p. July 1899. 5c.
- 4 Slavery in New York. 76p. May 1900. 10c.
- 5 Descriptive List of French Manuscripts relating to America. 68p. Sep. 1902. 15c.

Copied from the National Archives and National Library at Paris for N. Y. State Library.

- 6 Calendar of [N. Y. Colonial] Council Minutes 1668-1783. 720p. Ap. 1901. 75c.

LIBRARY SCHOOL 2 Library School Register 1887-96. 50p. Jan. 1898. 5c.

List of students arranged by classes with positions filled by each, followed by general summaries.

- 3 12th Annual Report of Library School 1898. 28p. il. Ap. 1899. 5c.
- 6 13th Annual Report of Library School 1899. 30p. Dec. 1899. 5c.
- 8 14th Annual Report of Library School 1900. 36p. Jan. 1901. 5c.
- 9 Handbook of New York State Library School, including Summer Course and Library Handwriting. 66p. Sep. 1901. 15c.
- 10 15th Annual Report of Library School 1901. 28p. Mar. 1902. 5c.
- 11 Library School Register 1887-1901. 80p. June 1902. 15c.
- 12 Lecture Outlines and Problems. 66p. Oct. 1902. 15c.
- 13 English Cataloguing Rules. 50p. Nov. 1902. 10c.
- 14 16th Annual Report of Library School 1902. 30p. Feb. 1903. 10c.



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University of the State of New York

WILLIAM 200

OCTOBER 1903

New York State Library

MELVIN DWYER Director

Bulletin 52

LIBRARY SCHOOL 15

H A N D B O O K

OF

NEW YORK STATE LIBRARY SCHOOL

INCLUDING

SUMMER COURSE AND LIBRARY HANDWRITING

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1877	CHAUNCEY M. DEPUY LL.D.	- - -			New York
1877	CHARLES E. FITCH LL.B. M.A. LL.D.	-			Rochester
1881	WILLIAM H. WATSON M.A. M.D. LL.D.	-			Utica
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					<i>Superintendent of Public Instruction, ex officio</i>
1897	CHESTER S. LORD M.A. LL.D.	- - -			Brooklyn
1900	THOMAS A. HENDRICK M.A. LL.D.	- -			Rochester
1901	BENJAMIN B. ODELL JR LL.D.	<i>Governor, ex officio</i>			
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1903	JOHN F. O'BRIEN	<i>Secretary of State, ex officio</i>			
1903	CHARLES A. GARDINER LL.B. M.A. Ph.D. LL.D.				New York
1903	CHARLES S. FRANCIS B.S.	- - -			Troy
					<i>One vacancy</i>

SECRETARY

Elected by Regents

1900 JAMES RUSSELL PARSONS JR M.A. LL.D.

DIRECTORS OF DEPARTMENTS

1888	MELVIL DEWEY M.A. LL.D.	<i>State Library and Home Education</i>
1890	JAMES RUSSELL PARSONS JR M.A. LL.D.	
		<i>Administrative, College and High School Dep'ts</i>
1890	FREDERICK J. H. MERRILL Ph.D.	<i>State Museum</i>

LIBRARY COMMITTEE 1903

Regent MCKELWAY *Chairman*

Regent SEXTON, Vice Chancellor REID, Regents VANDER VEER, LORD, HENDRICK

HOME EDUCATION COMMITTEE 1903

Regent SEXTON *Chairman*

Regents FITCH, T. GUILFORD SMITH, STIMSON

University of the State of New York

New York State Library

MELVIL DEWEY Director

Bulletin 82

LIBRARY SCHOOL 15

HANDBOOK

OF

New York State Library School

INCLUDING

SUMMER COURSE AND LIBRARY HANDWRITING

Relations to New York library system. While the University of the State of New York, incorporated May 1, 1784, is a supervisory and administrative, not a teaching body, the Library School is an essential factor in the new work undertaken by the University when reorganized in 1889. The Regents of the University, sole trustees of the State Library since 1844, by the new University law are made distinctly responsible for the library interests of the State. New York led all the states in caring for that education which can be given to the people at large only through public libraries, by establishing in 1838 the district library system, an example followed by 20 other states. The system seemed to flourish for 15 years, at the end of which there were 1,600,000 volumes in the district libraries. Then decline began with changes in rules made on establishment of the Department of Public Instruction, by which the public library system was then administered, and though \$55,000 a year had been appropriated for these libraries from the first, the number of volumes, which should have steadily increased with wise use of the \$2,000,000 appropriated during 40 years, actually fell one half.

Careful examination of the causes shows clearly that the comparative failure was due to lack of proper administration and that if the taxpayers' money was to do its full work there must be

systematic training in the elements of librarianship for those who were to carry on this important form of educational work.

Acting on this conviction, the Regents on Dec. 12, 1888 elected as director of the State Library, to take charge of the greatly increased library interests of the University, the chief librarian of Columbia University, largely because of his interest in general library work, which had led Columbia to offer some of the essential library training for which the State had thus far made no provision in its public library system. Such training could be best and most economically given in the State Library in daily communication with the department intrusted with administering and supervising the library interests of the State. Thus in the library field the State repeated its experience with the public schools. In 1805 in New York city, was organized the Public School Society. It worked to establish public schools till 1853, curiously the very year that the first convention of librarians in the world was held. That year the Public School Society stopped its work and turned over its property of \$600,000 to the public, because the time had come for the public to carry on this work for itself. But the public school system amounted to little, even with great appropriations, till normal schools and academic training classes were established to prepare teachers for their work.

The law as it stands in the last revision under which the Regents carry on the training of librarians is:

§ 48 **Advice and instruction from State Library officers.** The trustees or librarian or any citizen interested in any public library in this State shall be entitled to ask from the officers of the State Library any needed advice or instruction as to a library building, furniture and equipment, government and service, rules for readers, selecting, buying, cataloguing, shelving, lending books, or any other matter pertaining to the establishment, reorganization or administration of a public library. The Regents may provide for giving such advice and instruction either personally or through printed matter and correspondence, either by the State Library staff or by a library commission of competent experts appointed by the Regents to serve without salary. The Regents may, on request, select or buy books, or furnish instead of money apportioned, or may make exchanges and loans through the duplicate department of the State Library. Such assistance shall be free to residents of this State as far as practicable, but the Regents may, in their dis-

cretion, charge a proper fee to nonresidents or for assistance of a personal nature or for other reason not properly an expense to the State, but which may be authorized for the accommodation of users of the library. *Laws of 1892, ch. 378*

Origin and object. May 7, 1883, Pres. F. A. P. Barnard submitted to the trustees of Columbia University the proposition of their chief librarian, Melvil Dewey, to open a school for training librarians. The extract below shows the reason for that proposal.

In the past few years the work of a librarian has come to be regarded as a distinct profession, affording opportunities of usefulness in the educational field inferior to no other, and requiring superior abilities to discharge its duties well. The librarian is ceasing to be a mere jailer of books, and is becoming an aggressive force in his community. There is a growing call for *trained* librarians animated by the modern library spirit. A rapidly increasing number of competent men and women are taking up the librarian's occupation as a life work. Thoughtful observers say that public opinion and individual motives and actions are influenced not so much by what is uttered from the rostrum or the pulpit as by what is read, that this reading can be shaped and influenced chiefly and cheaply only through the library, and therefore that the librarian who is master of his profession is a most potent factor for good.

In our colleges every professor and every student, in whatever department, necessarily bases most of his work on books and is therefore largely dependent on the library.

Recognizing the importance of this new profession and the increasing number of those who wish to enter it, we are confronted by the fact that there is absolutely nowhere any provision for instruction in either the art or science of the librarian's business. Prominent library officials tell us that it is not uncommon for young men and women of good parts, from whom the best work might fairly be expected, to seek in vain for any opportunity to fit themselves for this work. It is simply impossible for the large libraries to give special attention to training help for other institutions. Each employee must devote himself to the one part of the work that falls to his share, so that he can know little of the rest, except what he may learn by accidental and partial absorption of methods. There is a constantly increasing demand for trained librarians and cataloguers, and there is no place where such can be trained. A limited number may here and there be found who have had experience in certain parts of library work, but few who have been systematically trained in any one thing,

and fewer still who have had such training in all. The few really great librarians have been mainly self-made, and have attained their eminence by literally feeling their way through long years of darkness.

Such a school is called for, not only by the inexperienced who wish to enter on library work, but by a growing number of those already engaged in it. Of the 5000 public librarians in the United States, not a few would gladly embrace such an opportunity to bring themselves abreast of modern library thought and methods, and their employers would find it economy to grant the necessary leave of absence. If it be true, as is so often stated, that 10,000 volumes catalogued and administered in the best way are more practically useful than 30,000 treated in an unintelligent or inefficient manner, then it is of the greatest importance to advance by every possible means the general standard of library work throughout the country.

This proposal resulted after a year's careful consideration, in a vote establishing the Columbia College School of Library Economy, under the chief librarian, who was made director and professor of library economy.

Development. The school opened Jan. 5, 1887, as an experiment, with a class of 20, though the limit was first set at 10. On petition of the class, a fourth month was added to the three months course first announced, and at its end most of the class enrolled for the second year then offered. Experiment thus proved the demand for this technical training to be not only larger than had been realized but also for broader and more thorough work than that originally planned.

Beginning with the second year, while practically the short course was maintained for those who could take no more, the full annual session was extended from four to seven months and the course broadened in both library economy and bibliography. The second or senior year offered study and training in higher grades of work with a review of the junior course.

The school was continued at Columbia till Ap. 1, 1889, when by agreement between the Columbia trustees and the Regents of the University of the State of New York it was transferred to the State Library at Albany with its faculty, books, pamphlets, illustrative collections and all special matter accumulated for its use. Since then the school has steadily increased its requirements for admission and the extent and thoroughness of its teaching.

RELATIONS TO AMERICAN LIBRARY ASSOCIATION

This national organization includes nearly all prominent American librarians and fully represents general library interests. While the school has no organic connection with it, the great importance of library training has led to the appointment every year of a committee to visit library schools, study their workings and report to the next meeting the frank opinions of disinterested observers of recognized position in the profession, as to their value.

A few extracts from early reports in the official proceedings are given to show how the school has from the first had the strongest interest, sympathy and support from the American association as well as from the leading individual libraries and librarians. A corresponding interest has been shown in other countries, notably in Great Britain, Italy and France, where efforts are making to secure similar professional training, and in Germany where the Bibliothekarinnenschule was established in Berlin in 1900.

Thousand Islands meeting 1887. S. S. GREEN, public librarian Worcester Mass. reported for the committee on the school:

Hearty thanks from the librarians of the United States and from all friends of libraries and of education in this country are due to Mr Melvil Dewey for the strenuous efforts which he has made to establish a school of library economy. . .

Before he entered upon that undertaking, we had incurred a heavy weight of obligation because of his enthusiastic and well directed efforts to bring about an organization of the librarians of the United States and to found the *Library Journal* and for numerous and fruitful suggestions in regard to the management of libraries.

I was delighted with what I saw at the school. The director, teachers and pupils all engaged in the work of the school with manifest enthusiasm. Energy and wisdom were apparent in administration. The instruction given was thorough and liberal. The devotion of the scholars was remarkable and their intelligence, capacity and preliminary general education very noticeable.

Miss HANNAH P. JAMES, late librarian Osterhout Free Library, Wilkesbarre Pa. of the committee reported:

What specially interested me at the school, apart from the enthusiasm of the students, which was almost phenomenal, was the

breadth of the teaching which was aimed at. Not only was library work of every description, from the minutest detail to the broadest generalization, carefully considered, but the utmost pains were taken that no one system should be taught exclusively. . .

All systems had a fair and candid hearing and the students were constantly obliged to do their own thinking and arrive at their own conclusions after a fair exposition and discussion.

No more delightful task ever fell to me than to speak on library work to a class of such eager, interested listeners. The many questions asked concerning the methods I had touched on were so direct and practical as to show the excellence of the training and the earnestness of the students. I felt that a grand and needed work was well begun. The school will continue to be of the utmost practical value and its establishment marks the beginning of new life and zeal in library administration.

St Louis meeting 1889. W. E. FOSTER, public librarian Providence R. I. said:

Nowhere is a soberer view taken of library methods and responsibilities. The school has been fortunate in its material from the beginning. There is an intelligent set of minds, ability to learn, and the students show a perfect grasp of the situation. An important change puts it on a firmer basis and I would suggest that we express recognition of this fact.

The committee on resolutions introduced the following which was unanimously adopted:

Resolved, That the American Library Association hereby expresses its high appreciation of the action of the Regents of the University of the State of New York, in continuing the School of Library Economy; and with a desire to aid in securing the greatest efficiency of the school, the library association appoints a committee of three as a committee of correspondence with the authorities of the school. Said committee is hereby instructed to inquire in what way they can be of service in promoting the objects for which the school is conducted, and to render such service to the extent of their power.

San Francisco meeting 1891. FRANK P. HILL, now public librarian Brooklyn N. Y. reported in part as follows:

What the school does

It offers the aspirants for library honors the same opportunities granted the lawyer, the doctor, the minister, each in his chosen profession. The students have a well defined purpose view and intend to carry it out.

It brings together those who are interested in the subject. . . The very elect go there. No drones are admitted, or, if they do get in, soon find the pace too fast and quietly retire.

It starts and educates the pupils in the right way and prepares them for the real work which begins in the library proper.

The course of training gives the pupils an insight into the most approved methods of management and systems of classification adopted by the larger libraries in the country, and by occasional visits to the library centers they are enabled to see how the work is carried on. So when the graduates go forth, they are not wedded to one particular theory, but are prepared to grasp any. . .

It keeps librarians and assistants on their mettle all the time. They don't want the school to get ahead of them. One good Library School woman will put more snap into a staff than any amount of scolding, flattery or A. L. A. conferences.

It places library work on a more elevated plane, by making of it a recognized science.

It teaches trustees and the public to have greater respect for the calling of a librarian; for they find at the school not mere enthusiasts, but earnest, thoughtful, farseeing students fully alive to the requirements of the times and prepared to enter whole-souled into this great educational work.

It shows trustees where they can find competent employees. . . I do not mean to say that there isn't good material in the libraries of today; but I do contend that there is a surplus of poor stock among us, and whatever can be done to improve the quality merits approval.

It has resulted in giving to new libraries trained and competent people, who could lay a good foundation and build upon it; and where a Library School pupil has been put in charge of an old library better service has been the outcome. . .

Wherever its existence is known, would-be applicants for library positions are deterred from becoming candidates. Boards of trustees now recognize the fact that local talent is not always the best.

The time will come, and that soon, when trustees will no more think of taking an inexperienced person for librarian or assistant than they would of engaging the services of a mining engineer to erect their building. . .

Finally: every graduate is a living example of the usefulness of the Library School.

Rapid strides have been taken since 1887. Every year adds to its reputation and in this success librarians rejoice. . .

From inquiries made of other librarians, supported by my

own experience, it is conclusively proved that the pupils, as a rule, underrate rather than overrate their own ability. . .

To librarians I would say: Steer clear of the Library School unless you are as enthusiastic as the instructors and pupils and are fully prepared to answer all manner of questions.

In my judgment the school is here to stay, and will continue to increase in usefulness until it shall be recognized and accepted by the great brotherhood of librarians and the community at large as the most powerful agent in shaping successful library workers.

FACULTY

Melvil Dewey M.A. (Amherst) LL.D. (Syracuse and Alfred) *Director*. Library administration. 1884-date

Amherst B. A. 1874, M. A. 1877; Syracuse and Alfred LL. D. 1902; acting librarian Amherst College 1872-76; consulting librarian Wellesley College 1882-85; chief librarian Columbia University 1883-88 and professor library economy 1884-88; secretary University of the State of New York 1888-99, director New York State Library and Home Education 1888-date and director Library School 1884-date

Secretary A. L. A. 1876-90, 1897-98, treasurer 1879-81, president 1890-91, 1892-93, councilor 1891-1901, 1902-date, president A. L. A. publishing board 1893-95 (member from organization to date), in charge A. L. A. world's fair comparative library exhibits, Chicago 1893, Paris 1900, Buffalo 1901, St Louis 1904; president Association of State Librarians 1889-92; president N. E. A. library dept 1896-97; official representative of U. S. government at international library conference, London 1897; councilor L. A. U. K. 1877; president New York Library Association 1890-92; vice president New York Library Club 1887-88, president 1888-89

Author *Decimal Classification*, ed. 1-6, 1876-99; *Library School Rules*, ed. 1-4, 1888-99; *Abridged Decimal Classification*, 1894; *Simplified Library School Rules*, 1898

Editor *Library Journal*, 1876-80, v. 1-5; *Library Notes*, 1887-98; *Papers Prepared for American Library Association, Columbian Exposition 1893, 1896; A. L. A. Catalog* (St Louis edition); American editor the *Library* (London), 1900-date

Mrs Salome Cutler Fairchild (Mt Holyoke) B. L. S. (N. Y.) *Vice director*. Selection of books, American libraries, loan department. 1887-date

Mt Holyoke Seminary, graduate 1875; B. L. S. University of the State of New York 1891; cataloguer Columbia University library 1884-85, head cataloguer 1885-89; instructor New York State Library School 1887-date, vice director 1889-date, librarian New York State Library for Blind 1899-date

Assistant secretary A. L. A. 1889-92, chairman A. L. A. Columbian Exposition committee 1890-93, councilor A. L. A. 1892-98, vice president

1894-95, 1900-1, member advisory committee on cataloguing rules 1900-date; vice president New York Library Club 1888-89

Editor *Catalog of "A. L. A." Library*, 1893

Florence Woodworth B. L. S. (N. Y.) *Director's assistant*. 1889-date

New York State Library School 1887, 1889, B. L. S. 1900; cataloguer Osterhout Free Library, Wilkesbarre Pa. 1887-88; cataloguer Columbia University library 1889; librarian Woman's Library, World's Columbian Exposition, Chicago 1893; cataloguer New York State Library 1889-92, director's assistant 1892-date, librarian (shelf) 1897-date, librarian (bibliography) 1899-date, charge of preparation of A. L. A. exhibit for Paris Exposition 1900, 1899-1900, instructor Library School 1889-95, director's assistant 1889-date

Walter Stanley Biscoe M. A. (Amherst) Bibliography, advanced classification, history of libraries and printing. 1887-date

Amherst B. A. 1874, M. A. 1877; Taunton (Mass.) public librarian 1875-76; assistant librarian Amherst College 1876-79, acting librarian 1879-83; catalogue librarian Columbia University 1883-89; catalogue librarian New York State Library 1889-97, senior librarian 1897-date, instructor Library School 1887-date

Vice president New York Library Association 1893-94, 1901-2

Ada Alice Jones. *Secretary of faculty*. Advanced cataloguing. 1888-date

Wellesley 1878-80, 1881-82; New York State Library School 1887-88, Columbia certificate; cataloguer Wellesley College library 1882-87; assistant librarian Y. W. C. A. New York 1887-88; cataloguer Columbia University library 1888-89; librarian Woman's Library, World's Columbian Exposition, Chicago 1893; cataloguer New York State Library 1889-92, head cataloguer 1892-date, instructor Library School 1888-date, secretary of faculty 1891-date

Dunkin Van Rensselaer Johnston M. A. (Hobart) Reference department, bookbinding. 1890-date

Hobart B. A. 1883, M. A. 1885; assistant librarian New York State Library 1883-88, reference librarian 1889-date, instructor Library School 1890-date

Councilor A. L. A. 1891-92

May Seymour B. A. (Smith) Library editing and printing. 1891-date

Smith B. A. 1880; New York State Library School 1887, 1888-89, Columbia certificate; classifier and cataloguer Osterhout Free Library, Wilkesbarre Pa. 1887-88; cataloguer Columbia University library 1888-89; classifier New York State Library 1889-91, education librarian 1891-date, instructor Library School 1891-date

Associate editor *A. L. A. Catalog* (St Louis edition)

William Beed Eastman M. A. (Yale) B. L. S. (N. Y.) Library buildings, founding and government. 1895-date

Yale B. A. 1854, M. A. 1857; Union Theological Seminary, graduate 1862; New York State Library School 1890-92, B. L. S. 1892; classifier

Colgate University Library, Hamilton N. Y. 1891; classifier and reviser Athol (Mass.) Public Library 1892; inspector New York State Library and Home Education 1892-date, instructor Library School 1895-date; lecturer on library buildings Pratt Institute Library School, Brooklyn 1901-date; lecturer on buildings and government, Chautauque Library School 1901-date

Secretary New York Library Association 1893-99

Martha Thorne Wheeler. Indexing. 1895-date

New York State Library School 1889-91, honor diploma 1891; indexer New York State Library 1891-93, annotator 1893-date, instructor Library School 1895-date

Ada Bunnell B. L. S. (N. Y.) Elementary classification. 1896-date

Michigan University 1878-82; New York State Library School 1889-91, B. L. S. 1891; cataloguer Lilly Library, Florence Mass. 1890; librarian Y. W. C. A. Albany N. Y. 1891; classifier Dalton (Mass.) Free Public Library 1893; cataloguer New York State Library 1891, head classifier 1891-date, instructor Library School 1893-date

Mary Louisa Sutliff. *In charge summer course.* Cataloguing, accession, shelf dep't. 1897-date

New York State Library School 1891-95, diploma 1895; assistant shelf-lister New York State Library 1891-92, shelflisters 1892-96, cataloguer 1896-97, instructor Library School 1897-date, in charge summer course 1901-date

TWO YEARS COURSE

General plan. The Library School, like law and medical schools, offers only a technical course, presupposing college training and often following years of active work. It therefore confines itself strictly to its peculiar work, making no attempt to give general culture or supply deficiencies in earlier education.

Not only are the subjects studied closely limited by the end in view, but the methods have less of the usual textbook and recitation and more of systematic apprenticeship in which every effort is made to aid the learner. Its students are thoroughly in earnest, anxious to profit by every opportunity, and therefore do not need the same influences used with younger pupils to secure effective work.

Practical vs historical and antiquarian. As the two years course allows only an outline treatment of many topics very interesting from the historical or antiquarian standpoint, but of comparatively little use in active educational work in most modern libraries, in revising its course in 1903 the school holds to its policy of using most of its limited time in making the services

of its graduates as valuable as possible to the libraries asking it for trained help. It therefore gives most attention to practical subjects, specially to cooperation with other libraries in increasing efficiency or reducing expenses and to the thousand details which make up efficient and economical administration, including also traveling libraries and pictures, study clubs, museums, classes, lectures and other features of home education. This necessitates taking less time for subjects not so urgent or that can with less loss be deferred for personal reading and study after leaving the school. If this plan makes the course somewhat less symmetric in theory, it surely makes it more directly valuable both to graduates and to libraries employing them.

Elements of successful librarianship. Four factors make a good modern librarian: natural qualifications, general education, professional training, and experience.

1 *Natural qualifications.* The arduous work required of modern librarians demands not only more than ordinary capacity and executive ability, but also health, strength, enthusiasm and tireless industry.

2 *General education.* This includes:

a Completion of a full four years high school course. The school in February 1891, decided to refuse its instruction to those lacking this minimum of general education. Since that time other professional schools have adopted the same standard. Librarianship, even more than law or medicine, demands general preliminary education and it is folly for any one to think of entering even its subordinate positions before completing a full high school course.

b Completion of a four years course in one of the best colleges. A second, third or even fourth rate college is better than none, but no more time and little more money are necessary in one of the well equipped colleges than in one of the hundreds really little better than high schools. It is doubly important to select the best, as the object of the course is the broadening effect of college residence as much as the opportunity for study under good instruction.

The Library School is limited to college-bred candidates because:

1 They are a picked class selected from the best material throughout the country.

2 College training has given them a wider culture and broader view with a considerable fund of information, all of which is valuable working material in a library as almost nowhere else.

3 A four years course successfully completed is the strongest voucher for persistent purpose and mental and physical capacity for protracted intellectual work.

4 Experience proves that college discipline enables the mind to work with a quick precision and steady application rarely otherwise gained.

In college the chosen profession should influence election of subjects; for general library work the most important are literature, history, social and economic sciences, and in languages, German, French, Latin, Spanish and Italian in the order named. In modern languages rapid and easy translation is much more important to a librarian than philologic and grammatic refinements. As for other subjects, the librarian, more than any one else, needs to know a little of everything, and may wisely elect a greater variety than ordinary students. He should not forget, however, that thorough study of a few subjects, specially in the earlier years, will teach him methods and give him mental training and habits that will best enable him to gain familiarity with many other subjects after graduation.

3 *Professional training.* The two years Library School course of lectures, reading, problems, seminars, object teaching and visits, with actual experience in doing various kinds of work necessary in every considerable library gives a practical appreciation of the real nature of the work not otherwise obtainable by any amount of study, reading, lectures or observation.

As with the college course, an inferior substitute is better than nothing, and those who can not take the regular course in the school should attend the summer class and carry on correspondence work under school direction. It is doubly important that those in correspondence classes or studying privately should attend the summer class, where they can meet instructors personally, discuss topics with other students and have for a few weeks the advantages of the school's peculiar experience

in teaching these subjects and of its unequaled collection of illustrative material essential to most intelligent work.

4 Experience. The faithful student who has thus spent two years in technical training in addition to a broad general course should then be ready to *begin* a successful career. With such a start he will add almost daily some experience to increase his value. While having very great advantages over those without a technical education, library school graduates are no more prepared to take their places at once on a par with librarians of long experience, than recent medical and law school graduates are prepared to undertake at once great cases or difficulties of their chosen professions. As a rule, young librarians wisely follow the example of young lawyers and seek positions as assistants to those of recognized standing in their profession. But these two years given to study should enable a promising candidate, after having taken this subordinate position, to grow to something higher with a rapidity and certainty not to be expected from one who had not had these unusual opportunities for laying a deep and broad foundation and for acquiring the inspiration and impetus essential to the most successful start in one's chosen life work.

Admission. Entrance requirements have been increased because the library public demands and is willing to pay for better preparation. There has been marked increase in the average salary received by graduates, and they must have greater maturity and fuller general education to meet the increased demands. For those unable to meet these higher requirements, needed facilities are provided by the summer and correspondence courses and other library schools and training classes already established with graduates of this school as instructors. As there are many more candidates than the school can admit it has seemed just to limit its unusual facilities to those willing to make most thorough preparation.

A candidate must be not less than 20 years of age, of recognized fitness and character and a graduate of a registered college. As every law, medical or dental student in the State must have a Regents certificate of general preliminary education, and as these students come from all parts of the world,

NEW YORK STATE LIBRARY

the Regents list of registered schools and colleges is very large. Any really good institution will be registered if required evidence as to its standing is submitted.

The college course must have included at least:

1 15 hours a week for a year, in literature and history. Nine hours a week in literature and six in history are preferred, but this exact balance is not insisted on and courses in political economy and political science are accepted as history.

2 15 hours a week in foreign languages, of which five must be French and five German.

A statement from the registrar of the college that the above work has been completed is accepted in place of entrance examinations. Students must pass an examination in any subject mentioned above for which a satisfactory certificate is not furnished.

As applications greatly exceed the number which can possibly be seated, the school selects from college graduates offering these special courses those who give best evidence of fitness to meet satisfactorily the demands of their chosen life work.

Experience proves it very difficult for students to enter after the opening of the year and successfully make up required work. Hereafter no candidate will be admitted except on the opening day, unless he first:

1 Passes the required examinations, paying personally any extra cost of needed special examinations.

2 Employs a tutor at \$1 a day for private instruction necessary before he can take regular class work successfully.

3 Gives evidence of strength and ability to make up successfully for time lost.

Application for admission should be made as early as practicable on the blanks provided. An application is in no way binding and can be withdrawn at any moment, but priority of application gives preference over another candidate of otherwise equal claims when there is not room for all, while regular applicants are notified of all changes in requirements. Such notices are not sent to mere inquirers about the school. Applications are acknowledged as soon as received.

Applicants should write for a copy of the following form:

APPLICATION FOR ADMISSION TO THE NEW YORK STATE LIBRARY
SCHOOL

.....190 .

I have read carefully the handbook explaining the aims, methods and requirements of the Library School.

I wish to enter the school . . . 190 to remain for . . . Below I give as accurately as I can the information required to decide my claim for admission.

1 Full name

2 Address

[Answer accurately, in your own handwriting. Where more space is needed, complete the answer on the last page, prefixing the proper number. The arbitrary scale in questions 5 and 10 conveys a clearer idea than words, and care should be taken to assign the numbers accurately. The opinion of judicious friends will help greatly. The faculty needs these details in deciding which of the numerous candidates have the best claims on the strictly limited facilities of the school.]

3 Age . . . 4 Married . . . 5 Health . . . [Give here the figure fairly estimating your place in this scale; 4=very delicate; 5=delicate, but able to work; 6=fair; 7=good; 8=very good; 9=perfect.]

6 How many days have you lost in the past year because of ill health?

7 Have you any noticeable physical defect of any kind; e. g. in sight, hearing or speech?

8 Addresses of references who can speak positively of your character, abilities and experience.

9 Education. Give both preparatory schools and college, with years of attendance, degrees and dates of graduation.

[Forward with your application, if practicable, college catalogues for years when you were in attendance.]

10 With what languages are you familiar?

[Mark against each the figure showing the degree of familiarity, thus: 2=slight acquaintance, can pick out common titles; 4=read with dictionary; 6=read fluently; 8=read, write and speak fluently. Use the odd figures for closer approximations; e. g. 5=read with slight use of dictionary. Use 9 for mother tongue only.]

Language	Familiarity	Where acquired?	How much used? Where and how?
ENGLISH			
GERMAN			
FRENCH			
ITALIAN			
SPANISH			
LATIN			
GREEK			

11 To what extent have you pursued special studies or courses of reading?

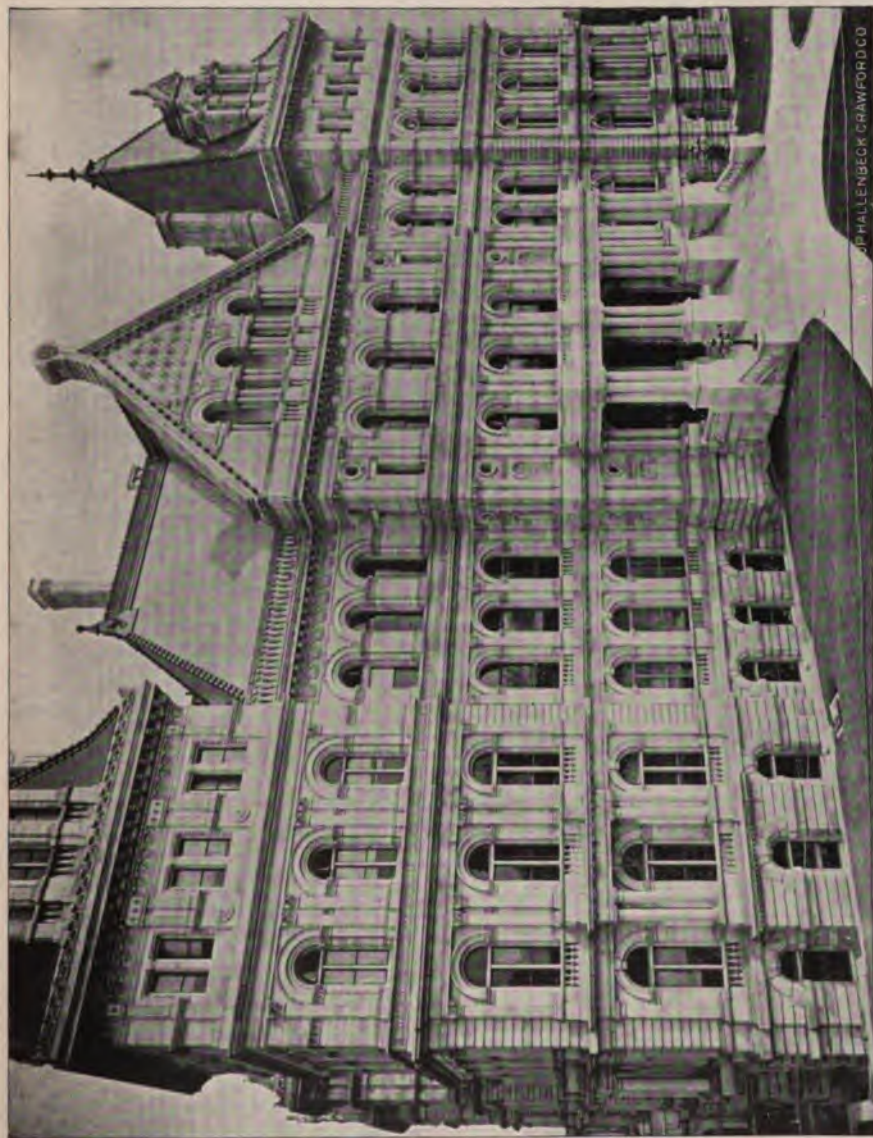
- 12 What has been the character and extent of your general reading since leaving college?
 - 13 If you use shorthand or the typewriter, note how many words a minute you can write, system or machine used, and extent of experience.
 - 14 Library experience. What work?
 - 15 Where?
 - 16 How long?
 - 17 When and why terminated?
 - 18 Experience in other occupations, business, teaching etc.
 - 19 Do you take or read *Library Journal*? 20 *Public Libraries*?
- [If the answers to no. 19, 20 or 21 be "Yes," add length of time or extent of reading.]
- 21 Are you a member of the American or any state or local library association?
 - 22 Do you wish to prepare for general library work or for some special department; e. g. executive, cataloguing and classification, reference or loan work?
 - 23 Have you a library position now in view?
 - 24 Do you wish to secure one on leaving the school?
 - 25 What is your motive in engaging in library work?
 - 26 How long do you intend to continue in library work?
 - 27 How low a salary would you accept for the first three years after leaving the Library School?
- [This question has no bearing on any engagement. Its answer enables us to advise candidates who hope for too high salaries at first not to enter on a course which will probably disappoint them peculiarly.]
- 28 Add any further facts as to personal abilities, habits, tastes or experience that occur to you as likely to influence your success in library work.

When filled, mail to N. Y. State Library School, Albany N. Y.

Admission to senior class. Since 1896, completion of junior work does not necessarily imply admission to the senior class. Class work and examinations and those personal qualifications which make or mar success will be weighed, and only those who seem likely to render important service in the library profession will be received for the second year.

Candidates from other library schools. If recommended by the faculty of a registered library school as meeting the requirements for admission to the senior year of the New York State Library School, candidates may be received without examination in those entrance and junior subjects in which they have already passed equivalent examinations with honor in such registered school.

Special students. The large number of candidates who have prepared to take the full course makes it difficult and often im-



J. P. HALLENBECK CRAWFORD CO.

West entrance to capitol State Library on third, fourth and fifth floors

possible to admit special students, but librarians or assistants of sufficient experience and capacity who wish special instruction are admitted more freely than other candidates. The largest liberty is accorded them and they may select lectures and instruction with either or both classes and often accomplish more in a given time than regular students because of previous experience and definite aim. [*See also* "Summer course," p. 268 and "Correspondence course," p. 274]

Preparation in English. The school is unwilling that its graduates should discredit themselves and their instructors by using incorrect English in articles, reports, bulletins or correspondence, however creditable may be their knowledge of bibliography and library economy. No separate entrance examination in English is given, but any student whose papers on other subjects or later work in the school shows defective training in English is required to make good the deficiency before graduation.

Time of entrance examinations. These are held with the regular Regents examinations during the five days ending the third Friday in June, in any of the 780 Regents schools in New York where there is a candidate, but only for candidates whose college course has not covered the subjects and amount of work specified on page 242.

Examinations are also held at various central points where special examiners are appointed, and candidates outside the State are notified of the nearest place where examinations can be taken. No papers are accepted unless accompanied by affidavit of an examiner, present during the whole time, that the Regents stringent rules were strictly observed.

There are no fees for these examinations in New York, but candidates in other states pay \$5 each to the local examiner to cover part of the extra expense involved.

School year. The regular course is two college years called junior and senior, each of 38 weeks, beginning the first Wednesday in October and closing the last Friday in June. The course of study is planned on the basis of a continuous session of five days a week, eight hours a day, or 40 hours a week for 38 weeks, omitting only legal holidays.

To each student is given a desk or table available for individual reading, study and library work from 8 a. m. to 10 p. m. daily, thus making private rooms for study unnecessary.

Holidays and recesses. Legal holidays (Election, Thanksgiving, Christmas, New Year's, Lincoln's birthday, Washington's birthday and Memorial day) and one day weekly are left free for individual work or recreation, no exercises being held in the school, though the library is open each week day including Saturdays and holidays from 8 a. m. to 10 p. m. except during July and August when it closes at 6 p. m. Students are expected to limit their daily work to eight hours and to exercise outdoors at least one hour daily.

For convenience of students who prefer to work more than five days a week and have their time free during holidays, there are no class exercises Dec. 24-Jan. 2, this time being allowed for bibliography, practice work, study of school collections and other individual duties. The average student will find it necessary, however, to work during these 10 days or to use part of the weekly holiday. Ten days in the spring are devoted entirely to visits to prominent libraries, for comparative study, regularly organized as part of the course. [See p. 251]

Vacation work. Many students find it wise to use one or two of the three summer months in library work. Some find temporary work in other libraries, while others prefer to get their individual school work well ahead in order to profit more from the class work during the regular session, for every earnest student finds that he can use to excellent advantage much more than the time allotted to class work.

Fees. The unequalled facilities of the State Library are free. Several members of the library staff in addition to supervising students' practice work have given without compensation much time out of official hours, and many leading American librarians have for years liberally given their services. The law authorizes the Regents to charge suitable fees and to use the receipts toward necessary expenses.

The total tuition, lecture and incidental fees for the entire course of two years are for residents of New York State \$100, for nonresidents \$150. These fees are to be paid for junior year, by residents, \$50 in October and \$25 in January; by nonresidents

\$60 in October and \$40 in January. The total fees for senior year are for residents \$25, and for nonresidents (i. e. those whose residence was outside the State at time of matriculation) \$50, both payable the first Wednesday in October.

Fees for short periods are \$20 a month for lectures and instruction of regular class. For special instruction the fee varies with subject and length of course; but special instruction outside class exercises can not be promised. If competent teachers are available, it will be given on payment for actual time required at rate of annual salary. In other words, the State provides the library and all its facilities for free use of students, but they must pay actual cost of any personal instruction or assistance.

Other expenses. Suitable board and rooms cost from \$5 to \$9 a week. Really necessary incidental expenses are slight. Each student should allow \$40 a year for the annual visit of the school to New York or Boston libraries, and \$20 a year for textbooks, notebooks, catalogue cards and various technical fittings and supplies to be retained as personal property.

Outside and personal expenses vary with circumstances and taste. Each student should improve some of the unusual opportunities for buying important reference books and aids at reduced prices but all such expenses are wholly optional.

Necessary school expenses are thus seldom less than \$400 a year, not including clothing, travel or vacation.

Outside work. The work of the school is exacting and taxes time and strength of the best prepared. Students should, therefore, make no plans for outside work during the school year.

Those who prove their capacity in junior year may, on passing a civil service examination, secure a prize scholarship, in return for regular work in the State Library for partial time during senior year. The most successful graduate is similarly eligible for a prize fellowship if he wishes to continue his studies under direction of the faculty for a third year. [See p. 264]

METHODS OF STUDY

Practical training is the end sought. Therefore, besides its regular courses of instruction, lectures and reading, the school uses seminars, problems, study of various libraries in successful

operation and actual work in a library, in such proportion as experience proves will give the best results. For any subject under consideration various methods applicable to its study are used. By thus approaching each subject on all sides at once, it is more quickly and thoroughly mastered.

Lectures. Interest is developed, needed inspiration given and information otherwise inaccessible is imparted in lectures, supplementing the course of formal instruction and given by eminent librarians, inventors or advocates of various systems and theories in library science and by prominent educators, publishers and others having allied interests.

Reading. Students are directed to books, pamphlets and articles bearing on their studies and practice, to be found in the school's very extensive special library on the subjects of study. Critical estimates are given, with cautions where allowance must be made for peculiar circumstances or authors' prejudices. Reading is followed by reports, summaries or examination.

Problems. Through actual or specially devised problems presenting difficulties to be met in all kinds of library work (e. g. cataloguing, indexing, aiding readers, hunting down hard questions by skilful use of bibliographic apparatus) novices face in advance many puzzling questions of after experience and learn their true solution without the mortification and expense of mistakes in real administration.

As problems can be made to fit any requirements, the variety available is limitless, and careful discussion, solution, and final criticism and suggestions by instructors serve the same purpose as a moot court for law students. This repeated study of definite cases gives that self-reliance without which many able men fail in new undertakings from an unwillingness to trust their own powers.

Seminars. The seminar method of original investigation is applied to such library topics as are best treated in this way. Instructors and students are brought together in these conferences for frequent and familiar discussion of subjects before the school. Summaries of books and articles read, new theories or strictures on old ones, reports on libraries visited and on

their methods, discussion of difficulties in daily work, with entire freedom of inquiry and criticism, make these seminars of great interest and practical utility.

Practice work. During the two years course each student has 100 hours in junior and 200 hours in senior year of carefully supervised practice work in the various library departments, supplementing class instruction and lectures. Aside from this work required for instructors passcards [see p. 262], each student may do optional work under supervision in any department in which he would like further practice. Feeling the value of this actual experience in the varied duties of a great library, a constantly increasing number of students avail themselves of the privilege. They thus learn to apply the principles studied and gain in actual library work the experience necessary to prove and develop their judgment and capacity. This practical test is a chief factor in determining relative ability and placing each student where he is likely to attain the highest success. Without this practice, independent library work could much less safely be undertaken.

The smaller Albany libraries, requiring economical management and simple methods, supplement the State Library as object lessons.

Comparative study. Methods, fittings, furniture and technical appliances and supplies adopted for the State Library have been selected with great care and with school needs constantly in mind. Different parts of the library have been equipped, arranged or treated each in an approved form different from the others in order to give a better basis for thorough comparative study of leading methods, but the school does not teach simply these methods and ideas, or those of any individual or class of librarians. Library science is interpreted in its broadest sense, as including all special training needed to select, buy, arrange, catalogue, index and administer any library best and most economically. Students have fairly placed before them all important methods approved in successful administration and are taught to select or combine from the various plans what is best adapted to any circumstances in which they may be placed. While the great advantages of specific directions are re-

NEW YORK STATE LIBRARY

tained by giving what the instructor in each case esteems best, the different opinions held by others entitled to be heard are carefully noted and discussed, and prominent advocates of different systems present their claims in person.

Object teaching. Books and appliances referred to in the lectures are usually at hand for inspection [*see* "Library museum," *below*] and duplicates of blanks, forms etc. to be retained in his personal collection, enable each student not only to see, but also to have a sample to attach to his notes of the use, merits, faults, and modifications desirable for various special uses. When an article too large or costly to be given as a sample is described, its size, best material, maker, cost etc. are given, with cuts to accompany notes wherever feasible, the purpose being to omit nothing necessary to insure most practical good from these suggestions. Blackboards are freely used, and the more valuable illustrations, tables, diagrams and book lists are printed or stenciled so as to supply each student with authentic copies for his notes.

Great pains are taken to secure full sized working models of many library fittings and appliances which can never be fully understood from descriptions, pictures or even small models. Various kinds of shelving are illustrated by one or more tiers so that convenience, strength, ease of adjustment and interchangeability can all be tested by each student. In loan department work students have opportunity actually to use typical systems, outfits for which are owned by the school so that books are charged and discharged exactly as in the libraries themselves, with the added advantage that the different systems may be worked side by side and merits and faults compared much better even than would be possible by visiting the widely separated libraries using them.

Library museum and other collections. One of the most important factors in carrying on the comparative work of the school is the valuable collection on library economy and allied subjects, consisting of many thousand books, pamphlets, clippings, blanks, photographs, plans, illustrated bulletins, appliances etc. This includes the entire collection made since 1876 by the American Library Association, that made by Columbia University

1883-89, and important additions constantly gathered from libraries at home and abroad.

As this collection was widely known as the best of its kind ever made, it was used as a basis and added to from all sources, in making for the United States authorities the first important world's fair library exhibit. This was planned, collected, arranged and elaborately classified and catalogued at the Library School and during the World's Columbian Exposition was in charge of its graduates in the United States government building. Most important, at the close of the exposition, Oct. 31, 1893, the entire comparative library exhibit was deposited with the Library School as part of its permanent equipment. Similarly the New York State Library School undertook for the American Library Association the general world's fair exhibits for Paris in 1900, the Pan-American in 1901 and St Louis in 1904 on condition that at the close of the expositions the exhibits should be added to its collection. Access to these unequaled facilities is obviously of the greatest advantage in thorough study in any department of library economy. [*See also* "Comparative study," p. 249, and "Object teaching," p. 250]

Visits and reports. Visits to libraries have ranked from the first as an important feature of the school. Both classes accompanied by some of the faculty spend 10 days in the spring in visiting alternately, one year the leading libraries in New York, Philadelphia, Baltimore and Washington, and the next year those of Boston and its vicinity, Hartford, Springfield, Worcester and Providence. The many libraries opened to the school for these visits afford an unequaled field for comparative study.

Points peculiar to certain libraries or better studied there than elsewhere are specified in advance and sets of reports, catalogues etc. are provided, by which students can prepare themselves to gain more from the visit. On specific subjects special reporters are appointed who on their return give to the school the results of their observations. Students are thus taught how to get most quickly and systematically from each library the lessons it has to teach.

With similar preparation, there are visits under guidance to representative houses, where can be studied to the best advan-

tage so much as a librarian needs to know about publishing, printing, binding, illustrating, bookselling, book auctions, secondhand bookstores and other allied business.

Educational relations. Special stress is laid on teaching every student the true place of libraries and reading not merely in schools, colleges and universities, but also in the broadest conception of education. The library is recognized as the corner stone of all educational work outside the regular teaching institutions, as the most important factor of the five great elements of home education: i. e. libraries, museums, extension teaching, clubs, and official tests and credentials, and as the needed center round which all these interests should naturally group themselves in each community. As New York was the first state to maintain a distinct department in charge of these newer educational interests, each class is made familiar with their methods and interrelations, and specially the features most closely allied to library work.

Besides the State Library proper, with its 432,000 volumes, 250,000 manuscripts and 300,000 pamphlets, the students have daily opportunity to study the administration of the Library for Blind and of the more than 1000 traveling libraries and 35,000 pictures constantly going out for the use of villages, schools, extension centers and study clubs, and of the home libraries which supply the best reading to Albany poor children.

OUTLINE OF COURSE

JUNIOR YEAR

See also "Combined junior and senior work," p. 255.

Junior year is chiefly devoted to elementary courses on the most important subjects, with the instruction and practice necessary to enable students to deal profitably with the broader senior course, little attention being given to comparative study. The distinctively junior studies are:

National bibliography. Practical bibliographic experience in the catalogue and accession departments of the State Library in connection with lectures and problems based on *Selected National Bibliographies* (Library School bulletin 7). Problems, involving the use of all important works treated in lectures, are a strong feature.

Topics:

Scope and utility of bibliography; bibliography of bibliographies; bibliographic abbreviations; general bibliographies; national bibliographies, American, English, German, French, Italian, Spanish, Portuguese, Norwegian, Swedish, Danish, Dutch, Belgian.

Mr Biscoe

Accession department. Lectures and practice.

Acquisition of books, serials, pamphlets, ephemera; order slips and sheets, order and receipt indexes, serials checklist; prices, discounts, duty free importation; auctions, old book lists; duplicates, exchanges (domestic and foreign), gifts; reception, checking bills, collation, accessioning, plating, pocketing, perforating and embossing, private marking.

Miss Sutliff

Elementary cataloguing. Twenty-five lessons are given on forms common to both classed and dictionary catalogues, subject headings being given and cards arranged as for a dictionary catalogue. There are 10 lessons on variations needed for a classed catalogue and students have practice in cataloguing books for the State Library classed catalogue. Lectures are also given on best reference books for cataloguers, followed by practice in looking up names and authorities for the name list. Special attention is given to cataloguing public documents, both federal and state. Each student hands in for inspection and revision his classed and dictionary catalogues and name list properly arranged and guided.

The New York State Library is one of 21 designated American depositories for all national library printed cards. Students have access to this valuable collection and have practice in filing new cards received each week from Washington.

Miss Sutliff

Elementary dictionary cataloguing. In addition to work outlined above there are lectures with instruction in assigning subject headings for a dictionary catalogue of books covering all important subjects.

Textbooks: Cutter, *Rules for a Dictionary Catalogue*; A. L. A., *List of Subject Headings for Use in Dictionary Catalogs*. Constant use is also made of printed dictionary catalogues, specially those of the Peabody Institute of Baltimore and the Boston Athenaeum. Attention is called to the subject headings used by the national library on its printed cards, specially when these differ from the A. L. A. headings.

Miss Sutliff

NEW YORK STATE LIBRARY

Elementary classification. Practice under instruction in classifying selected books involving difficulties common to beginners.

Textbook: Dewey, *Decimal Classification*. Miss Bunnell

Loan department. General principles of loan systems and study of the following 11 typical systems considered in detail and illustrated by printed descriptions and carefully prepared working models: Browne and Schwartz charging systems and those used in Albany Y. W. C. A., Boston Athenaeum, Boston Public, Columbia University, New York Mercantile, New York State and traveling, Newark (N. J.) and Newton (Mass.) libraries.

Discussion of such important questions involved in relation of library to community through loan department as interlibrary loans, two book system, indicators, illustrated bulletins, duplicate fiction plan and book disinfection. Mrs Fairchild

Bookbinding. Students become familiar with all processes through which a book passes in binding, by inspection of actual work in State Library bindery and in visiting large library binderies and publishing houses. Practice is given in distinguishing binding materials and in judging work as to strength, durability, appearance and cost; practice is also given in repairing books. Principal authorities: Cockerell, *Bookbinding and the Care of Books*; Crane, *Bookbinding for Amateurs*; Johnston, *Elements of Library Binding* and Zaehnsdorf, *Art of Bookbinding*.

Topics:

Relative cost and durability of binding materials; e. g. muslin, buckram, duck, skiver, sheep, roan, buck and other imitation moroccas, persian, turkey and levant moroccas, russia, calf, cowskin, pigskin, imitation leathers etc. Tight vs spring backs; sewing on bands, tapes etc.; color; lettering. Paper covers and temporary binders. Restoring: mending, cleaning and oiling. Bindery in building, cost of material and labor. Graded scales of prices.

Mr Johnston

Shelf department. Each student shelflists about 500 books and preserves the sheets and cards as revised. Book number systems are studied and practice is given in assigning numbers for both large and small libraries. Practice in care of shelves and taking inventory.

Lectures on:

Arrangement of shelves; book numbers; shelf and book labels. Fixed and relative locations. Sizes on shelves. Arrangement and preservation

of public documents, pamphlets, papers, manuscripts, maps, drawings and plans, music, broadsides, clippings. Injuries: heat, gas, insects. Inventory; shelflists.

Miss Sutliff

Library editing and printing. Lectures, problems and practice, supplemented by seeing the various processes in large printing houses.

Topics:

Steps in printing a book: typesetting, proofreading, presswork. Linotype and hand typesetting; electrotyping and stereotyping. Halftone plates. Color printing. Elements affecting legibility: texture, surface and tint of paper; form and size of type; length of line; leading and spacing; clearness of impression; proportions of page and margins. Style: mechanical and literary form.

Optional. Preparation of copy: diction and condensation, punctuation, capitalization. Relations with printer. Business records and routine. Auditing bills.

Indexing. Lectures on methods and principles of indexing with practice under instruction and individual revision.

Topics:

Marking matter for indexing; choice of headings; form of citation; verification; filing; full and brief indexing; correlation of entries; use of cross references; editing for print; form of printing; labor-saving methods and devices etc.

Miss Wheeler

COMBINED JUNIOR AND SENIOR WORK

The best results are obtained by treating certain subjects as combined junior and senior work. Some of these are carried on during both years. Others are taken by the two classes together. The combined work is:

Administrative, supervisory and state commission work. The unequaled illustrative collections and the library museum, with the Home Education Department and its public libraries division in charge of the charters, inspection, reports and supervision of over 1000 libraries, afford opportunities and facilities not to be found elsewhere for studying the manifold problems connected with library administration and the new work being so rapidly taken up by most of the states in organizing and systematically promoting library interests. In making this subject a leading specialty the director and the State inspector will each give regular lectures, supplemented by opportunities for electing extra work and utilizing fully the peculiar facilities at the State capitol.

The course includes also lectures with illustrations and samples and with practice, so far as subjects admit it, on:

Methods: e. g. exact reference; standard sizes; use of colors; intercalation or card system; cooperative methods; record vs memory; abbreviations, contracted writing, notehand etc.

Appliances: time and labor saving literary tools and devices.

Clippings: drawers, binders, scrapbooks, files, boxes, envelops.

Note-taking, abstracting etc.; notebooks, card and loose sheet systems.

Index rerums. Printed and patent indexes.

Mr Dewey

Founding and government of libraries. Besides lectures by the faculty and others throughout the course, toward the close the subject is reviewed systematically, specially bringing out the latest developments of legislation and organizing and supervisory work of state commissions in library extension.

Topics:

Scope and founding

Library as a storehouse for the future.

Library as an educator; as people's university.

Library in relation to schools and the young.

Library lectures, museums, galleries, pictures etc.

Library as a public recreation.

Founding. Extension.

Developing interest: by press, lectures, school, pulpit, societies, circulars etc.

Legislation: national, state, local.

Raising funds. Securing gifts of books. Subscriptions, bequests, lectures, fairs, membership fees, taxes, government aid (remitted duties, public documents, foreign exchange etc.) state aid (subsidies, traveling libraries etc.).

Government and service

Constitution and bylaws for managers.

Officers: appointment and tenure.

Trustees. Managers. Committees.

Director or chief librarian: qualifications, duties.

Staff: assistants, cataloguers, janitor.

Daily hours. Vacations.

Titles and duties.

Salaries.

Rules for staff.

Regulations for readers

Readers qualifications: age, residence, guaranties, references, registration.

Fees and assessments. Free use.

Hours of opening. Evening opening.

Closing: Sunday, holiday, vacation, inventory.

Reference use: access to catalogues, librarians and shelves; reading room rules; decorum in library.

Home use: number of books, time, delinquencies, fines, relending, restrictions, renewals.

Special privileges to readers: extra books, extra time, reservations, suspension of rules, excuses.

Injuries: defacements, mutilations. Losses. Thefts.

Mr Dewey Mr Eastman

Senior seminar. As part of the course in the founding and government of libraries, the seniors gain practical experience in making a library known to the public through the local press in connection with the library news report. Each student in turn prepares the two column weekly letter for the *Albany Argus*, including not only local news, but also general library news of public interest.

The class also in semimonthly mock trustee meetings discusses such subjects as branch libraries, delivery stations and free delivery; dictionary vs classed catalogues; typewriter vs handwork in cataloguing; reserve of study club books; children's work; shall trustees or librarian select the books for a small library?

Mrs Fairchild

Reference work. Weekly lectures and quizzes by the reference librarian throughout junior year, based on *Material for Course in Reference Study* (Library School bulletin 16). Typical questions are given to the class to be reported on after time for study, students stating sources of information, which are compared and discussed.

Particular attention is given in senior year to state and national public documents, periodicals and the publications of societies and institutions. Discussion of current events as found in newspapers and periodicals is carried on through both years.

Mr Johnston

Selection of books. Objects of course: (1) to cultivate power of judging books as to value and adaptability to various types of libraries and people, (2) to discover principles underlying selection of books, (3) to gain familiarity with individual books.

Important recent and a few standard books are studied, the aim being to include typical books, i. e. books on different sub-

jects and illustrating different points in book selection. Special attention is given to book annotation. The *Publishers' Weekly* and other works in American trade bibliography, and book reviews, both general and special, are systematically studied.

Every Monday evening the new books of the week are displayed. The extent of buying by the State Library and Home Education Department secures for inspection the weekly submission by publishers and agents, of all important books which either department may wish. Students thus have opportunity for studying systematic, discriminating book-buying by the book board, which selects for the State Library and traveling and extension libraries.

Mrs Fairchild

Notes and samples. Students gather for themselves and carefully annotate as complete a collection as possible of samples and other illustrative material, as one of the most important parts of their future working equipment. The librarian more than almost any other literary worker has to deal with limitless material on all varieties of subjects and needs training to enable him to preserve in readily accessible form the results of work once done, so that it need not be repeated in detail when first impressions have become dull or are entirely forgotten.

Mrs Fairchild

SENIOR YEAR

See also "Combined junior and senior work," p. 255.

Senior year is designed to qualify students for more responsible and better paid positions. The method of study is largely comparative and students are systematically trained not in a single good way for doing each thing, as is usual in junior year, but in various ways of doing the same thing, with special attention to principles determining selection of methods and modifications for local requirements. Students who are specializing are allowed so far as practicable to have more of their practice in the department chosen. [*See also* "Admission to senior class," p. 244]

Subject bibliography. Lectures and practical work based on *Selected Subject Bibliographies* (Library School bulletin 5). The best subject bibliographies in various departments, selected from the State's remarkably full bibliographic library, are ex-

amined by the students, and in class their merits, defects, and adaptation to different uses are pointed out. Each student prepares bibliographies and reading lists on assigned subjects and the methods of work, authorities used and results are criticized.

The following examples illustrate the nature of these problems:

Make a reading list with notes on recent Russian history.

Make a chronologic list of the works of Louisa M. Alcott and works about her.

Prepare a complete list of books and articles on the housing of the poor.

Make for a travel club a select list of illustrated books on Italian art, architecture and antiquities.

Select for an ordinary public library \$50 worth of books on English 18th century literature supplementing those in A. L. A. library. Give author, title, place, date, publisher and price.

Prepare a list of the general international expositions and a selection of the best books and magazine articles about them. Select four or five general references and two or more on each exposition. Give author, title, size, place and date for all separate books.

Select for a college library books on microscopy to cost between \$50 and \$75.

Mr Biscoe

Library buildings. Detailed study of practical points in shelving, calculation of book capacity, size and form of rooms for various library departments and their true arrangement to form a harmonious whole and to combine the highest public convenience with economical administration. The class also has practice in special problems and adapting theories to varying conditions.

Plans of important library buildings, proposed or now in progress are often submitted for suggestion and criticism. The school has also an unequalled collection of plans and photographs of library buildings. This collection, begun by the American Library Association in 1876, has been largely increased by the representative collections made by the school for the American library exhibit at the world's fairs at Chicago, Paris, Buffalo and St Louis. Illustrations are chosen from this collection as a basis for the building seminars and lectures. Each class also inspects personally at least 50 library buildings during its course and the instruction is made much more practical by applying to criticism of these buildings the principles learned theoretically.

Topics:

Location: provision for growth; branches; deliveries. Materials and protection against fire; library fires. Plans: number, size and arrangement of rooms. Storage rooms: stacks, alcoves, galleries. Reading rooms; children's rooms; central halls; small study rooms. Administration and special rooms: class, lecture, museum, art etc. Lighting: natural and artificial; electric, gas etc. Heating and ventilation as affecting books. Fixtures: furniture and fittings; shelving, counters, hoists, desks, tables, chairs, racks, cabinets, folio cases etc.

Mr Eastman

Advanced cataloguing. Comparative study, by lecture and discussion, of 10 important codes of cataloguing rules:

American Library Association, *Condensed Rules for an Author and Title Catalog*; Bodleian Library, *Compendious Cataloguing Rules for the Author-catalogue*; British Museum Library, *Rules for the Compilation of the Catalogue of Printed Books*; Cutter, C: A. *Rules for a Dictionary Catalogue*; Dewey, Melvil, *Library School Card Catalog Rules*; Jewett, C: C. *On the Construction of Catalogues of Libraries; with rules and examples*; Library Association of the United Kingdom, *Cataloguing Rules for an Author-catalogue*; Linderfelt, K. A; *Eclectic Card Catalog Rules*; *Author and Title Entries*; Perkins, F: B. *San Francisco Cataloguing for Public Libraries*; Whentley, H: B. *How to Catalogue a Library*.

These codes are compared with reference to the following points:

- | | |
|---------------------------------|------------------------------------|
| 1 fullness of author's name | 11 maps |
| 2 author's dates | 12 series |
| 3 joint authors | 13 continuations |
| 4 noblemen | 14 anonymous books |
| 5 pseudonyms | 15 fullness of title |
| 6 official bureaus, boards etc. | 16 titles in two or more languages |
| 7 cities | 17 imprint |
| 8 societies | 18 contents and notes |
| 9 catalogues | 19 analysis |
| 10 musical works | 20 added entries |

Lectures on:

Periodicals and works of criticism; Some government documents; British Museum catalogue, the rules and their author; Some continental methods; Incunabula; A. L. A. rules; Photographs.

Two elaborate problems are assigned in connection with the lecture on Periodicals and works of criticism. Lecture periods are spent in discussion of difficult books.

Lectures are also given on:

Card catalogue fittings; Various forms of card catalogues; Printed catalogue cards; Organization of a catalogue department, with problems.

Miss Jones

Advanced dictionary cataloguing. Principles of dictionary cataloguing reviewed and applied in making a dictionary catalogue on more difficult subjects than in junior year. This catalogue, like other similar work, is revised and retained as the permanent property of the student.

Textbooks: Cutter, *Rules for a Dictionary Catalogue*; A. L. A., *List of Subject Headings for Use in Dictionary Catalogs*.

As in junior year constant reference is made to the most valuable printed dictionary catalogues, both general and special.

Miss Sutliff

Advanced classification. To show more fairly their comparative practical value for different uses, comparative study is made of prominent systems of classification and their various notations, with special attention to the *Decimal* and *Expansive Classifications*.

Difficult cases in classification which arise in the large additions to the State Library are discussed and practice is given in dealing with puzzling examples noted for this purpose from year to year. There is also practice in applying the forms and combinations devised by the Institut International de Bibliographie (Brussels, Belgium) for expressing with the *Decimal Classification* (adopted officially by the Institut for exclusive use) the fine distinctions needed in elaborate bibliographic indexes.

Topics:

Classification on shelves, in catalogues. Systems of notation: figures, letters, symbols, combined; importance and advantages; difficulties. Close vs broad classing. Mnemonic features. Basis of division; coordination of special subjects.

Mr Biscoe

History of libraries. Lectures on origin and development with general summary of history, resources, equipment and methods of leading American and foreign libraries; aim to give needed information not elsewhere available in so compact and useful a form. Foreign libraries, Mr Biscoe; American libraries, Mrs Fairchild

History of printing. Lectures on the alphabet, writing, manuscripts, illumination, printing, engraving, illustration and binding.

Mr Biscoe

Electives. By those wishing to specialize in any one or more departments of librarianship, elective courses may be taken providing for personal investigation and other work in addition to the regular course, and for practice work in those departments of the State Library. Thus responsibility for definite duties and dealing with people as well as with books will give better training than to solve quietly and at leisure problems assigned by an instructor.

Original bibliography. Each student must submit by June 1 of senior year, either a subject or an author bibliography, or an annotated reading list on an approved subject.

The following selections show the kind of topics chosen:

Bibliographies: Hawthorne; Index to Subject Bibliographies in Library Bulletins; College Libraries in the United States; Scientific Study of Philanthropy; Biography of Musicians; New York Colonial History.

Reading lists: Nature Study in Primary Schools; Renaissance Art of the 15th and 16th Centuries; House Decoration and Furnishing; Fairy Tales for Children; Russia; History of Latter Half of 15th Century.

CREDENTIALS AND DEGREES

Passcards. Examination passcards are issued to any person who passes one or more library examinations, regardless of age, sex, residence or previous instruction. They show simply that the holder knows enough of each subject certified to meet the required test. An instructor's passcard certifying to full and satisfactory classwork is also necessary for completion of any course.

Certificates. A certificate is simply the equivalent of a series of passcards on a single form, and is issued when all requirements in a specified group of subjects have been met.

First year certificate. This certificate shows that the holder has met all entrance requirements and has completed satisfactorily the work and examinations of junior year.

Nonresident certificate. This is designed to encourage systematic study of librarianship by librarians and assistants unable to leave their positions, and shows that the holder has passed



Room 38 Second law reading room. Vista looking south
through eight rooms



New York State Library School lecture room

all examinations, submitted a satisfactory bibliography and met all other requirements for a diploma except that of a year's residence at the school.

Diploma. This shows that the holder has met all entrance requirements, has received at least one year's instruction in residence at the school, has passed each examination of the two years course with a standing of not less than 75% and has submitted a satisfactory bibliography.

A diploma is also granted to holders of Columbia certificates who have passed all library examinations of New York State Library School and have submitted the required graduation bibliography.

Passcards and certificates may be for any subjects included in the examinations and may be earned by those who have taken summer course or correspondence instruction or study at home, but the diploma is issued only for a complete balanced course of which at least one year is taken at the school in order to profit by its extensive collections and apparatus and teaching facilities.

Honor credentials. If three fourths of all required work is completed with an examination standing of 90% or over, the credential is issued "with honor."

Degrees. There have been established the degrees B.L.S. and M.L.S. on examination, and D.L.S. *causa honoris*, for bachelor, master and doctor of library science.

B. L. S. Beginning with class of 1902 all graduates of registered colleges who complete the two years course receive the degree B.L.S. The degree is also granted to holders of Columbia certificates, who have passed all library examinations of New York State Library School, submitted the required graduation bibliography and received honor on three fourths of the counts and (instead of the present entrance requirements for a degree) have been engaged for 10 years in successful library work, accepted as satisfactory by vote of the faculty. In classes of the New York State Library School before that of 1902 the degree was conferred on graduates who won honors in three fourths of the course, and who submitted diplomas or certificates from registered colleges or passed examinations covering at least two full years of general college work, three fourths with honor.

M. L. S. The degree M.L.S. is conferred only on persons of recognized fitness and character who after having received the degree B.L.S. have been successfully engaged not less than five years in professional library work and who present a satisfactory thesis, bibliography or catalogue and pass such further examinations as the faculty may prescribe.

The thesis, on some subject in library science approved by the faculty, must show independent thought and research and an intelligent grasp of the subject and must be satisfactory in literary form. Instead of this thesis the faculty may accept other written work of the student which shows power to collect material, arrange it in logical order and discuss its meaning in creditable English.

D. L. S. The degree D.L.S. is granted only for conspicuous professional merit and for distinguished services to librarianship and only on unanimous vote of the Regents.

AID TO STUDENTS

Gifts. The receipt of gifts to be disbursed as fellowships, scholarships or otherwise is authorized in accordance with Regents rules. The school has received much of its support from private gifts, services and money, and invites those interested in its work to contribute means to aid promising students who would otherwise be unable to complete their training. [*See also* "Outside work," p. 247]

Fellowships and scholarships. To secure better services for the State Library and to encourage higher attainments among library pupils, the most successful students who have completed the junior year may be appointed as junior assistants so far as the needs of the State Library may require and civil service rules and appropriations for salaries allow. A graduate so appointed is regarded as holding a fellowship and an undergraduate as holding a scholarship. A fellowship of \$600 a year may be assigned to that graduate applying for it whose record for the course and for any examinations or other tests of fitness prescribed shall be highest, and a scholarship of not more than \$300 may be assigned similarly each year to that senior who, besides excelling in scholarship, can render services in the library of the value of the scholarship assigned.

ALUMNI ASSOCIATION

At the Lake Placid (N. Y.) meeting of the American Library Association in 1894, the New York State Library School Association was organized to cooperate in the work and promote the interests of the school, thus putting into the usual organized form the enthusiastic loyalty and readiness to help which has from the first in a marked degree characterized our students. In this spirit, the association has supported an alumni lecture-ship since 1896, providing each year the most helpful short course it can get, from some recognized authority.

These alumni lectures have been given as follows.

YEAR AND LECTURER	POSITION	NO. LEC.	SUBJECTS
1 1896 William Howard Brett M.A.	Cleveland (O.) public librarian	3	Librarianship. Cleve- land Public Library. History
1897 Frederick Morgan Crun- den M.A.	St Louis (Mo.) public librarian	0	<i>Withdrew at a late hour on account of ill health</i>
2 1898 Herbert Putnam B.A. Lit.D. LL.D.	Librarian of Con- gress	2	Library buildings; even- ing lecture, illus- trated. Administra- tion of Boston Public Library
3 1899 Frank Avery Hutchins	Sec. Wisconsin Free Library Commis- sion	3	Work of the Wisconsin Free Library Commis- sion
4 1901 Ernest Cushing Rich- ardson M.A. Ph.D.	Librarian Princeton University	2	Classification, Theoret- ical and Practical: the Order of Sciences; the Classification of Books. 14+248p. D. N. Y. 1901. Scrib- ner net \$1.25
5 1902 Clement Walker An- drews M.A.	Librarian John Cre- rar Library, Chi- cago	3	Guides to literature of science <i>To be printed</i>
6 1903 Charles Ammi Cutter B.A.	Librarian Forbes Library, North- ampton Mass.	3	Selection of art books and pictures for a li- brary. <i>To be printed</i>

One of the greatest services of the alumni is in discouraging the application of candidates who would be unable to meet the

high standards maintained and do successfully the hard work required.

In 1900 a committee was appointed to give as full information as possible to the alumni, now a large and widely scattered body, as to condition, needs and prospects of the school. In 1902 the association made this advisory committee on the Library School a permanent committee, thus insuring the helpful suggestions of the alumni as a regular part of their work. The objects of the fresh and impartial statement each year are: (1) to keep the alumni in touch with the school, that they may speak of it and for it with the confidence arising from a full knowledge of facts, (2) to enable them to choose their annual gift to the school with intelligent understanding of its needs, (3) to enable them to offer to the school any counsel or support which their practical experience or their professional standing may suggest.

In 1902 the association issued a handbook giving a short sketch with constitution, and complete lists of officers and members, and also adopted as its membership pin a skeleton monogram LS in gold surrounded by a white enamel circle bearing the inscription "New York State."

Constitution of the association

§ 1 Name. This association shall be called the New York State Library School Association.

§ 2 Objects. Its objects shall be to promote social intercourse among its members, to advance the interests of the New York State Library School and to cooperate in the work of the American Library Association.

MEMBERS

§ 3 Eligibility. All persons who have been members of the Columbia College Library School or the New York State Library School may become members of this association on payment of the annual fee.

§ 4 Honorary members. Honorary members may be elected by a three fourths vote of the association, on nomination by the executive board.

§ 5 Associates. Undergraduates of the school are associate members.

§ 6 Exemptions. Honorary and associate members shall be exempt from payment of dues and shall have all the privileges of full membership, except that of voting.

§ 7 Annual fee. Each member shall pay \$1 to the treasurer on or before Oct. 1 of each year.

OFFICERS

§ 8 **Number and election.** The officers shall be a president, first and second vice presidents, a secretary, a treasurer and an executive board of seven, of which the above officers shall be members. They shall be elected by ballot at each annual meeting and at least three of them shall be persons who reside in or near the same city or town. They shall continue in office till the adjournment of the meeting at which their successors are elected.

§ 9 **Executive board.** The executive board shall have the general management of the affairs of the association.

MEETINGS

§ 10 **Annual meeting.** The annual meeting shall be held during the annual meeting of the American Library Association.

§ 11 **Special meetings.** Special meetings may be called by the executive board.

§ 12 **Notice.** Due notice of the time and place of meetings and the purpose of special meetings shall be given to all members by the secretary.

§ 13 **Quorum.** One tenth of the members shall constitute a quorum.

§ 14 **Amendments.** The constitution may be amended by a three fourths vote of those present at any regular meeting, provided the proposed amendment shall have been specifically set forth in the call for such meeting.

POSITIONS

The school's main purpose is to provide competent librarians and assistants for the rapidly growing number of libraries, public and private, town and college, reference and circulating, that wish help in starting or in reorganizing with the best and cheapest methods and in the modern library spirit.

Students trained in the school from January 1887 through June 1903 have already filled 1076 positions, many of them very important. [See *Register* (Library School bulletin 11), 1902] Constant reports of increased salaries and the fact that where one graduate is employed trustees commonly insist on another for the next vacancy, are the best testimony to the practical value of the school training.

A list of students wishing positions gives notes of qualifications, experience, salary required, location and position or kind of work preferred. To any library or individual wishing such service the student who seems best adapted to the conditions is recommended. Every graduate is entitled to free registration and to such recommendations for vacant positions

as his abilities and work while in school or elsewhere have merited, but no definite promise whatever as to position or salary is made.

SUMMER COURSE

Object. The library world of today recognizes more and more strongly that technical training is needed in the lower as well as in the higher ranks of the service, that the wisest plans of the most enthusiastic and able chief may fall hopelessly short of success if to be executed by indifferent, inefficient or inexperienced assistants, while the most conscientious efforts of a librarian will fail to place before the public his full resources as long as organization is defective and methods cumbersome and primitive. The test question in all discussion on library instruction ought to be: How will the plan proposed affect the library interests of the country, broadly speaking and in the long run? By this test a summer library school should be carefully differentiated from other schools.

We believe that the libraries of the future will be managed by trained men who have prefaced their experience by a college course and by thorough special training of not less than two years. But in passing through the transition period from the era of apprenticeship training to that of professional schools, there is in our libraries a large number of men and women with high ideals, who are doing excellent work and have already proved their fitness for their places, but who feel the limitations of their lack of earlier training. They can get a leave of absence for a brief, systematic six weeks course which will help them to supply deficiencies and to gain a conception of library work as a whole. They will return more efficient library workers and the summer course will thus have served general library interests. A summer course is therefore offered, but only to those holding library positions and doing good work, because library interests would suffer seriously if those having no library experience should be allowed to take a six weeks course and to think that they were thus prepared for professional service.

The time may come when the library profession will be so distinctly and fully recognized that all important positions will be

filled only by graduates of regular library schools, and the minor places only by those trained in special classes in the large libraries. Till then the summer library course has an important function in library development.

General plan. All summer course instruction is now given by the regular faculty, Miss Mary L. Sutliff having immediate charge of the class. The State work is so arranged that Mr W. R. Eastman, library inspector, is regularly at the school and his unique experience in studying the problems of the hundreds of libraries throughout the State is constantly utilized in the summer course. Opportunity is given for submitting questions and practical difficulties for discussion and solution.

Each year important lectures by nonresident librarians are arranged for May and June so that summer as well as regular students may hear them.

Practical work, carefully supervised and criticized, supplements theoretic instruction. [*See also* "Library museum," p. 250]

Obviously the six weeks general course allows study only of the simplest methods and most elementary work included in the 76 weeks of the full course, which is found hardly long enough. The general summer course includes simple cataloguing, classification, accessioning, shelflisting, loan department work, bibliography and library economy. [*See* p. 271]

Special courses. To meet the growing demand from librarians unable to afford the time and expense of the two years course, we offer instruction in rotation in three great groups of subjects: administration, cataloguing and classification, reference work and bibliography. A librarian may in this way take six weeks of instruction each summer, supplementing it by study at home under such advice as we can give by printed matter and correspondence, and so in four years take the general outlook and the three special courses, thus completing with earnest work a very creditable course. When both faculty and students with all the facilities of a large library at their disposal concentrate on one subject, substantial results can be accomplished in six weeks, specially as no student is admitted who has not had at least a year's experience in library service.

In 1902 a general course was given as outlined on page 271. In 1903 the six weeks were all devoted to cataloguing and classification so that substantial progress was made in these subjects, while only a few general lectures were given on other topics.

Instruction in cataloguing began with the simplest forms, passing rapidly to the more complex, and included practice in assigning subject headings and in cataloguing documents. The chief attention was given to dictionary cataloguing. There were also lectures on the classed catalogue and optional work was offered in assigning book numbers and in shelflisting. The course in *Decimal Classification* was practically that given in the first year of the full course. Attention was called to the salient points of the *Expansive Classification* and practice work in this system was assigned to those desiring it.

The faculty reserves the right to vary the plan of instruction as experience may prove wise. The marked success of the first year in this plan of rotation seems to assure its permanence. Bibliography and reference work will probably be given next, but the order will be varied and some courses given oftener than others if the needs of libraries and of candidates seem to require it. It is possible that in future the general course may be given up and students desiring it referred to the Chautauqua Summer Library School, which also is under supervision of the director of the New York State school.

Admission. As the summer course is intended for librarians of the smaller libraries and library assistants who can not leave their positions for the two years course, only those candidates are admitted who have had not less than one year's library experience. Entrance examinations are not required, but candidates are expected to have completed a full high school course or its equivalent as a minimum of general education. As the number of desks is limited, application should be made as early as possible on the school blank [see p. 243, omitting questions 22-27].

As the course is crowded and the time of both students and faculty fully occupied during the whole six weeks it is impossible to admit any one after the opening day.

Hours and holidays. The course of study is planned for a continuous session of five days a week, eight hours a day, or 40 hours a week for six weeks, beginning the latter part of May, omitting only legal holidays. The regular lecture hours are 9 and 10.15 a. m. and on certain days 2.30 or 4 p. m. The program for the six weeks is bulletined at the opening of the course.

To each student is given a table available for individual reading, study and library work from 8 a. m. to 10 p. m. daily, thus making private rooms for study unnecessary.

The weekly holiday is free for individual work or recreation.

Fees. For those engaged in library work in New York State, who meet admission requirements, instruction is provided without charge as part of the work of the State Library and Home Education Department. To others the fee is \$20 for the six weeks course.

Each student should allow from \$6 to \$10 for textbooks and various fittings and supplies to be retained as personal property. For other expenses see page 247.

Outline of general course

Library economy. Though special attention is given to the principles of cataloguing and classification, seminars on subjects of broad interest are conducted by the State library inspector. Students are invited to submit questions and difficulties arising in their own experience, which can be discussed in open seminar or in personal interviews with the inspector. Entire freedom of inquiry and criticism makes this work of the greatest interest and practical utility.

The following subjects are among those treated in seminars or in special lectures:

Libraries in relation to schools; Library legislation, founding and control; Library buildings; Qualifications of a librarian; Access to shelves; Statistics and reports; Finding lists and bulletins; Functions of the state in library work; Traveling libraries; Children's work; Note-taking; Library editing and printing.

Mr Dewey Mr Eastman

Cataloguing. Eighteen lectures with direct supervision in cataloguing prepared lists of books illustrating the main features of a dictionary catalogue for a popular library. Each student keeps

as a future help his own complete catalogue of 100 books, correctly arranged and furnished with guides.

Special lectures are also given on making and using a classed catalogue and a list of the best reference books for cataloguers is given each student. Textbooks: *Simplified Library School Rules*; Cutter, *Rules for a Dictionary Catalogue*; A. L. A., *List of Subject Headings for Use in Dictionary Catalogs*. The A. L. A. *Rules* will be used as the basis of instruction when the final edition appears.

Miss Sutliff

Classification. Twelve lectures on use of *Decimal Classification* with practice in classing selected books involving difficulties common to beginners.

Miss Bunnell

Bibliography. Lectures are given on the more important bibliographies for a popular library, with problems to familiarize the students with their use. *Selected National Bibliographies* (Library School bulletin 7) and *Selected Subject Bibliographies* (Library School bulletin 5), used in instruction in bibliography in the two years course are given each student for future reference.

Miss Wheeler Mr Biscoe

Accession department. Each student accessions 25 books and preserves the sheets as revised. Practice is given in other detail work of this department and the most important questions are treated in special lectures. Textbook: *Simplified Library School Rules*.

Miss Sutliff

Reference department. Several lectures and quizzes are given by the reference librarian on the most used reference books. Typical questions are also given to the class to be answered after time for study. The students report the answers found, with authorities, and the sources of information are compared and discussed. *Material for Course in Reference Study* (Library School bulletin 16), used in instruction in reference work in the two years course is given each student.

Mr Johnston

Loan department. General principles of loan systems are discussed. Each student is given printed descriptions of 11 typical systems studied in the two years course, and has special instruction on any of these systems which he may elect. Important questions involved in the relation of the library to the community through the loan department are given special attention.

Mrs Fairchild

Bookbinding. An outline of the processes through which a book passes in binding is given, and inspection is made of the actual work in the State Library bindery. Students have practice in distinguishing common binding materials and in judging work as to strength, durability, appearance and cost. Practice in simple mending is also given.

Mr Johnston

Shelf department. Each student shelflists about 60 books and preserves the sheets and cards as revised. Book numbers are explained and practice given in assigning them. The most important questions in shelf department work are treated in special lectures. Textbooks: *Simplified Library School Rules*; Cutter, *Alfabetic-order Table*.

Miss Sutliff

Selection of books. Lectures are given on principles underlying book selection. Lists of the best aids in selecting for both adults and children and in book annotation are given each student.

Mrs Fairchild

Notes and samples. From limitations of time the complete collection of notes and samples required in the two years course [see p. 258] is not expected of summer students, but much illustrative material is distributed and a sample set has been carefully classified and arranged that students may use it as a guide in arranging their own collections. Lectures also present in brief compass the important results of much time spent by faculty and students of the two years course in learning the best methods of note-taking and arranging samples to make them available for ready reference.

Miss Sutliff

Credentials

A certificate is awarded each student who does satisfactorily the work of the course and passes the Regents examination thereon at its close.

As the sole purpose of the summer course is to increase the *efficiency of library workers in the positions they already occupy*, the school does not undertake to obtain new positions for those who attend.

Suggestions to accepted candidates

Library handwriting. On account of limited time the acquirement of a satisfactory library hand is not required in the sum-

mer course. The instructor in library handwriting in the two years course will, however, give suggestions and criticisms, if wished. To take advantage of this assistance and to present practice work in cataloguing, shelflisting etc. in creditable form, students should gain as much facility as possible in library handwriting before entering. Directions and illustrations for both script and printed forms are appended to this bulletin. Each applicant should begin practice on notice of acceptance.

Textbooks. Those who have not already copies of the textbooks [see p. 275] may obtain them on opening of the school, either free or at the reduced prices granted by the publishers to students of the summer course. The director will lend free for use during the summer course copies of any of the books written or edited by him.

CORRESPONDENCE COURSE

The Library School, with its equipment gathered at large cost and with great labor by those specially interested in this important educational work, is maintained solely to advance general library interests. The published results of its work are widely scattered. Its success has been remarkable and the library classes conducted by its graduates at schools and various points are giving instruction to a yearly increasing number. The growth in library interest has, however, been still greater and we learn of hundreds of librarians and assistants anxious to profit by the school facilities but absolutely unable to attend its sessions. In the spirit of modern librarianship the school hopes to carry to those who can not come to it some at least of its advantages by means of correspondence teaching. A correspondence course does not offer a satisfactory substitute for the school, for obviously there are peculiar and serious difficulties in library instruction, which for the best practical results must have systematic apprenticeship and extensive illustrative apparatus in connection with a working library. Experience shows, however, that admirable results can be obtained by correspondence, and our experienced faculty with its unequalled facilities can doubtless use this means more effectively than any other agency.

Definite courses of study and reading to be pursued at home

will be prescribed, systematic guidance and advice will be given, and work done will be criticized and revised. This work will go on during the school year, and by the use of blanks specially devised to reduce correspondence and by adaptation of methods worked out by the most successful correspondence teachers of late years, it is hoped to aid substantially those working at home.

At the national library meeting at Niagara in 1903, the state library commission section by unanimous vote requested the Library School to begin this correspondence teaching, for which the need is urgently felt in many different quarters. In response to this request it is hoped to offer the course in 1904. Addresses of those interested are filed and announcements of details will be sent as soon as prepared.

PRINCIPAL TEXTBOOKS USED IN LIBRARY SCHOOL

American Library Association. A. L. A. Rules; condensed rules for an author and title catalog.

When the final edition appears, these will be used as the basis of a new edition of the *Library School Rules*.

— Catalog of "A. L. A." Library; 5000 volumes for a popular library selected by the American Library Association and shown at the World's Columbian Exposition. 592p. O. Wash. 1893. (U. S.—Education, Bureau of. Publications, no. 200) Free.

This will be replaced by the new edition, prepared, like the first, at the New York State Library with the cooperation of leading American librarians and specialists and to be published by the national library for distribution at the St. Louis Exposition.

— List of Subject Headings for Use in Dictionary Catalogs; 2d ed. rev. with an appendix containing hints on subject cataloging and schemes for subheads under countries and other subjects. 206p. Q. Bost. 1898. Library Bureau \$2.

— Papers prepared for the American Library Association for its Annual Meeting held at the Columbian Exposition 1893; ed. by Melvil Dewey. p. 691-1014, O. Wash. 1896. (U. S.—Education, Bureau of. Publications, no. 224) Free.

Cutter, Charles A. Alfabetic-order Table; altered and fitted with three figures by K. E. Sanborn. 2v., v. 1, sq.F; v. 2, nar.F. n.t.p. Bost. 1892-95. Library Bureau, v. 1, \$1.50; v. 2, \$1.

Contents: v. 1, Consonants except S; v. 2, Vowels and S.

Lent free to students.

— Three-figure Alfabetic-order Table. 26p. nar.F. n.t.p. Bost. 1902. Library Bureau \$2.25.

Sold separately in parts: pt 1, Consonants except S, \$1.50; pt 2, Vowels and S, 75c.

— Expansive Classification. Q. Bost. 1891-1901. Library Bureau, sheets \$5.

Contents: pt 1, First Six Classifications; pt 2 (incomplete) Seventh Classification.

Prices of separate portions in sheets: pt 1, 80c; completed portions of pt 2, Philosophy, 50c; Religion, History, Medicine, Social sciences, Local list, 80c each; Arts of communication by language, \$1.25.

To students half price or lent free.

— Rules for a Dictionary Catalogue. Ed. 3 enl. 140p. O. Wash. 1891. (U. S.—Education, Bureau of. Special Report on Public Libraries. pt 2) Free.

New edition in preparation.

Dewey, Melvil. Abridged Decimal Classification and Relativ Index for Libraries, Clippings, Notes etc. 192p.Q. Bost. 1894. Library Bureau \$1.50.

Also in *Library Notes*, Jan.—Ap. 1895, v. 4, no. 13-14.

Lent free to students.

— Decimal Classification and Relativ Index for Libraries, Clippings, Notes etc. Ed. 6. 612p. O. Bost. 1899. Library Bureau, sheets \$4; half turkey or full flex. Persian mor. \$5.

To students half price, or to students of summer course lent free.

— Library School Rules; Card Catalog Rules, Accession Book Rules, Shelflist Rules. Ed. 4. 72p. Q. Bost. 1899. Library Bureau, cloth \$1.25; half turkey mor. \$2; flex. Persian mor. interleaved \$2.50.

Used as textbook in two years course only.

— Simplified Library School Rules. 96p. Q. Bost. 1898. Library Bureau, cloth \$1.25; half turkey mor. \$2; full Persian mor. \$2.50.

Contents: Definitions; Card catalog rules; Accession rules; Book numbers; Shelflist rules; Capitals, punctuation, abbreviations; Library handwriting; Brief list of useful books on library economy; Index.

Printed in *Library Notes*, Sep. 1898, v. 4, no. 16, \$1. Issued separately with changes and additions.

Lent free to students.

Library Bureau. Library Catalog; a descriptive list with prices of the various articles of furniture and equipment for libraries and museums furnished by the Library Bureau. 216p. illus. sq. Q. Bost. 1902. Library Bureau.

Free to students.

Minnesota—State Library Commission. **Hand Book of Library Organization**; comp. by the Library Commissions of Minnesota, Iowa and Wisconsin, April 1902. 79p. illus. O. Minneapolis 1902.

To students, 5c.

N. Y. (State)—Library School. **Material for Course in Reference Study.** O. Alb. 1903. (Library School bulletin 16) *In press.*

Free to students.

— **Selected National Bibliographies.** p. 299-332, O. Alb. 1900. (Library School bulletin 7) 5c.

Free to students.

— **Selected Subject Bibliographies.** p. 219-68, O. Alb. 1899. (Library School bulletin 5) 5c.

Free to students.

LIBRARY HANDWRITING

Revised from *Library Notes*, Mar. 1887, 1:273-82, *Handbook 11* of the University of the State ~~Lib~~ of New York, 1898 and *Handbook of the New York State Library School*, 1901

REQUIREMENTS

Importance. At first thought it seems as if emphasizing a merely mechanical accomplishment as an important qualification for library work were subordinating the intellectual side and setting up a fictitious and finical standard. Whatever the theory, the fact remains that nothing pays the candidate for a library position better for the time it costs than to be able to write a satisfactory library hand. In competition for desirable places, superior mental ability has in so many cases been put to great disadvantage by this apparently trifling item, that it seems worth a special statement of why the library hand is so essential and of the best way to attain it.

With the rapidly increasing adoption of typewritten and printed cards, the library hand is less important than formerly, but in spite of all inventions there are many times when typewriting is not feasible and handwriting will long continue to be important for some purposes even in libraries where typewritten or printed cards are largely used. Both the joined and disjoined hands are required in cataloguing practice, though the typewriter is permitted and advised after the handwriting reaches the required standard. Students acquiring a good hand before entering the school find not only that valuable time is thereby saved during the course, but that they may have the advantage of much of the most coveted practice work in the various departments, which is open only to good writers. Any person accepted for admission may at any time send in samples of handwriting for criticism.

The importance of this subject, so apt to be neglected for something intellectual, has led us to spend much time in trying to find what is best. These results have been revised item by item by cataloguers and librarians who discussed every doubtful point, examined and tested samples, made individual experiments, and in various ways worked out the solution. The net results are given below. Comments are made with the cards of a catalogue specially in mind. Most of them, however, apply equally well to other library writing.

Legibility. The first requisite of a good library hand is legibility. Particularly is this true in catalogues or other records for public use. In all that follows, beauty, speed and all other requirements have been considered as secondary to legibility. Usually, however, the most legible form of letter is also pleasing to the eye and quickly made.

Of the carefully engraved copybooks formerly thought to be perfect examples, the editor of the largest publishers of copy books frankly says:

The handwriting of the old-fashioned writing master is quite as illegible as that of the most illiterate boor. The effort to make letters resemble one another as being composed of like elements was truly destructive of legibility; the differences of letters should be accentuated and not their resemblances.

Speed. Speed is the main consideration in commerce and newspaper reporting. A minute may fairly be saved in writing matter to be read only once, if it takes no more than a minute extra in reading; but not even 10 minutes should be saved in writing matter that is to be read 100, 1000, or perhaps 10,000 times, like that on catalogue cards, if it is going to cost even one tenth of a minute extra in reading. The catalogue hand can not generally be written as fast as a running business hand, but some skilful writers acquire almost or as great speed without sacrificing legibility.

About 20 tests made with different cataloguers to determine average speed for 350 words gave 15 minutes for the fastest note-taking hand, 31 for the joined library hand and 37½ for the disjoined; i. e. the library hand averaged double the time of the note-taking hand and the disjoined hand one fourth longer than the joined hand. While individuals vary greatly, this result is a fair average of what first trials would show, but it misleads as to possible results. Had all been writing disjoined hand all their lives, without having practised on joined, the result would have been almost reversed. The merit of the writing was not the same, nor was it in the same ratio as time taken. Some of the best in both catalogue and rapid hands was done quickest. A cataloguer who can give satisfactory quality of work at double speed of another is worth double salary. This quick-

ness often carries with it accuracy of a high order. Others lose in accuracy more than they gain in speed, and must be content to plod along through slower work and accept smaller pay.

Uniformity. This is vital to neat appearance and has much to do with legibility. Though every letter be perfectly formed, unless it is uniform with the other letters in size, slant, blackness of line and spacing, the effect is like print in which perfect letters from different fonts are used in the same word. Some catalogues contain cards that correspond fairly to print made of roman, italic, old style, new style, pica, long primer and bavier, all mixed in a single sentence, the letters varying also in form as much as the faces made by a half dozen different type founders.

Uniformity is essential among cataloguers in the same library, as well as in individual practice. A style should be carefully adopted by a library and all assistants required to follow it. In the card system each of a score of consecutive cards may be written by a different hand, so that uniformity in a catalogue is much more important than elsewhere. We therefore have a standard library hand given to each learner as a guide, thus saving much valuable time otherwise required from experienced assistants in teaching novices.

Machine writing. The fact that the experience of 25 years has now proved to the most skeptical that machine writing is not only more uniform and legible, but also much quicker and cheaper than handwriting, makes the importance of typewriting so great to the library world that the best machines are provided free both for school and personal use of students. Instead of one there are now more than 150 different makes of typewriters, and their use is becoming as universal as that of sewing machines. Students should acquire reasonable facility in typewriting before entering the school and the touch system now taught in most of the best typewriting schools is recommended. Instruction may be had at the school, but it takes time greatly needed for regular work. A set of charts and directions for self-instruction will be sent postpaid to accepted candidates for 15 cents.

MATERIALS

Ink. Good writers are often hampered by poor material. Oftenest this is ink, which should flow freely and neither corrode the pen nor mold. In addition, two important requirements should be considered:

1 *Permanence.* A library, like a government office, must be sure that it uses a thoroughly tested ink that will not disappear with age. As many otherwise desirable inks do not stand this test of time, a library should let others experiment with new inks and confine itself to one of the well known reliable makes. The New York State Library finds Carter's record ink and Stafford's blue black commercial, and for colors, Stafford's blue writing and carmine inks very satisfactory. Carter's record is the same as the standard record adopted by Massachusetts for all its recording offices.

2 *Uniformity in color.* Having decided on a standard library ink, require every member of the staff to use this and no other. Inks called black vary much in color, and unless ink as well as writing is uniform results annoy the readers.

Inkstands. Good work demands that ink be protected from dust and too free evaporation. The best stand is the "Perfect," of costly construction. A rubber ink fountain is compressed by a screw, forcing a few penfuls of ink through a slender tube into a dip cup, which regulates exactly the amount of ink taken up each time by the pen. Various substitutes for this "Perfect" stand are made, none of which we have found satisfactory on trial. The essential thing is a reservoir of ink shut away from dust, light and air, and feeding easily into a tiny dip cup for immediate use.

A good cheap substitute is a bottle with a ground glass stopper and a throat only large enough to allow the pen to reach the ink. These are used for most carmine inks and cost little. Avoid wide mouthed stands, where fluidity of ink finds a ready way out and dust a ready way in. They are useless unless freshly filled each day and this wastes time and ink.

Pens. The best work has usually been done with a steel pen, as most gold pens are better suited to a rapid dashing style than to exact work. Gold fountain pens with short stiff nibs are now made that give admirable results and the fountain is of

the greatest practical value. The inkstand is rapidly going out of use and the fountain pen is coming into universal use. If a cataloguer gets a good one suiting his hand it is the ideal instrument. L. E. Waterman's "Ideal" fountain pens have thus far given us much better results than any other and are almost universally accepted as the highest product of the pen-makers art.

Trial will prove what pen suits the hand best. Fine pens are to be avoided, as the lines are trying to weak eyes and on dark days.

Library records are for the general public to read. We have no right to use hair lines or pale ink or to tolerate any other peculiarity which prevents easy reading by those with poor eyes. The ideal library hand should have a clear, strong line, which gives maximum legibility.

Penholders. Too small holders are apt to cramp the hand in long continued writing. To test this, try holding a knitting needle some time as if writing with it. Avoid holders with metal next the fingers. Writer's cramp is not all fiction, as many sufferers can testify, and to the sensitive touch the feeling of metal, specially brass or steel, is annoying. There are admirable holders of wood, rubber and cork that are light, agreeable to the touch and cheap.

Erasers. A good steel eraser kept sharp is essential. Do not remove more of the surface of the paper than necessary. Before attempting to rewrite, rub the erased surface carefully with an ivory paper cutter or some other hard, rounded, polished surface.

Have also a good rubber ink eraser and a brush for removing the crumbs without soiling the paper by brushing off with moist fingers. Circular or obliquely cut bar erasers are best, as their sharp edge admits application to a smaller portion of the paper. The ability to erase ink and rewrite on the same surface without leaving a noticeable scar is a good cataloguer's best test of neatness and mechanical skill.

Blotters. When writing on heavy cards or bristol board a smooth surface is assured, but any unevenness under paper injures the appearance of the writing. Blotting paper makes the best desk surface; after that sheets of smooth paper. Most table tops, writing desks etc. give a poor surface.

Writing should not be blotted, but should be allowed to dry with the full amount of ink on the lines. This gives a blacker, bolder line without risk of spoiling by imperfect blotters or occasional slips. It is worse than waste of time to lay a blotter on each card and rub it carefully. Without shading, which should not be used, there is no danger of blurring if the cards are simply loosely stacked, for each dries before the next is placed on it.

All these may seem trivial details, but it will cost no more to observe these recommendations after the initial trouble of adjusting one's writing to them, and every reader who consults the cards will be grateful to be free from annoyance and strain to the eye, which without such care must adjust itself a little differently as it passes from card to card. As they have been proved practically useful, the cataloguer who conforms to these details will, other things being equal, do much more satisfactory work than one who disregards them.

ALPHABETS AND FIGURES

Alphabets. The forms that will give greatest legibility must be chosen. Of some letters, copy books give us as many as 20 different forms from which to select. Uniformity in appearance is very important and as the cards are written by many different hands, each cataloguer should write a uniform standard library hand. Nineteen of these 20 forms must therefore be discarded. Where the highest legibility is more important than all else together, everything in the nature of ornament or flourish must be peremptorily prohibited. The simpler and fewer the lines the better, as long as distinctness of letter is not impaired. We had over 20 different alphabets with matter written in them for illustration; one less legible because of the extreme meagerness of many of the letters, too many lines having been omitted for easy reading. But this case stood alone, for usually legibility is increased by omission of unessential lines.

In a letter from T. A. Edison, the famous inventor, who years ago studied this question of writing, seeking the fastest form for telegraphic work, each letter is as separate from its fellows as in print. The connecting stroke between letters has been assumed to be essential to speed in writing; but so expert an experimenter

as Edison declares that higher speed may be obtained without connecting the letters. Greater legibility is also secured, for the connecting lines certainly detract from distinctness. This is readily proved by tracing connecting lines between the letters of a printed word.

Extended experiments indicate that the ideal hand for cataloguing is the disjoined, adopted in the New York State Library. Most Library School students acquire it more quickly than the connected form and after practice can write it almost or quite as fast, while, being much more like print, it is more legible. It is often called the printing hand, and we have found after 10 years use of our manuscript forms that several faces of type are now made which are almost exactly what we have been trying to make with the pen. For shelflist, accession books and other official records, however, the joined hand is often used because most clerks can write it more rapidly. One should be able to write both. Specimens of both alphabets are given on page 289.

Figures. In library work figures specially need to be very clear and bold, and in call numbers besides being of extra size should be made with a heavier line. We chose first the standard manuscript forms for figures, but after some months trial agreed that greater legibility of printed forms more than compensated for slight extra labor in making them. We then adopted the regular figures of new style type:

1 2 3 4 5 6 7 8 9 0

At first we used the square topped 3, but changed to the round topped 3, because the other form was often taken for 5 in hasty reading.

GENERAL DIRECTIONS

Position. The best results will be obtained if the writer sits squarely in front of the desk and as nearly erect as possible, with the feet resting firmly on the floor. Avoid the common fault of bringing the eyes too near the paper. The round muscle of the forearm may rest lightly on the desk away from the body to secure a free arm movement. This arm motion may be secured by sitting with the right side to the desk and the arm parallel to its edge or with the left side partly turned to the desk so that the right arm is perpendicular to its edge. These are known as the right and left positions but the first position is preferred for

vertical writing. Some good authorities insist that the best position is with elbow at side. Trial will prove which position is suited to the individual.

As the writing descends, the paper should be pushed up so that the hand remains at about the same distance from the edge of the desk. The best position is with the penholder held naturally and easily between the thumb and two fingers, pointing toward the right shoulder so that the contraction of the fingers holding the pen will make a vertical line, but to hold the pen between first and second fingers is less tiresome to those subject to cramp in the fingers from long writing in the more usual position.

Size. The standard catalogue card has lines 6 millimeters apart, or four lines to the inch. The small letters should be 2 mm high; and b, d, f, h, k, l and capitals, double height or 4 mm, thus leaving 2 mm between top of tallest letters and line above. In all measures of height, m is the unit, and is called a space. Capitals and extended letters (except t) are thus either twice the height of the small letters or extend 2 mm or one space below the line. Figures, the letter t and the character & are one and a half spaces high. A few make their letters too large for card space between rulings. Beyond a certain limit this injures rather than helps legibility, as it crowds lines together, and extended letters run into letters above and below. It is not helped by trying to find an open space where the top of a tall letter can run up between letters in the word above, as this adjusting makes spacing very irregular. The height of small letters must not be over five twelfths the space between lines and for greatest legibility one third is better. This conflicts with the old-fashioned penman's rule that b, f, h, k and l are three times the height of m, but compactness necessary on cards demands this modification and even where ruling allows, loops should not be made longer for they decrease legibility.

The Library School worked out these proportions as best adapted to standard library cards. Substantially the same proportions have since been recommended by the best modern copy books in vertical writing. The *Natural System of Vertical Writing*, published by D. C. Heath & Co. of Boston, adopts the

proportion in all letters as being "at once the very simplest and easiest for the child to imitate and the most gratifying to the eye of the reader." Those who find it difficult to write a good vertical hand from the alphabet on page 289 may compare the accurately engraved copies of the D. C. Heath series, which are accompanied by carefully prepared instructions. These books vary from our regular joined library hand only in minor details.

Slant. As in print roman type of a given size is more legible than italic, so, other things being equal, the more upright the letters the more legible the writing. This principle is now recognized by the wide adoption of the vertical hand. If one can not write exactly perpendicularly a slight backward slope is more legible than a forward. Both beauty and legibility demand that the slant shall be uniform. Many library hands otherwise excellent are ruined by different words and different letters of the same word having varying slants. One having this trouble can use thin paper over black ruled lines to help acquire a uniform slant. As in writing on unruled paper, a little skill must be gained or botch work results.

Spacing. Avoid two common faults:

1 Writing the letters of a word too close together with small or irregular spaces between words, thus producing a cramped effect.

2 The other extreme, equally disastrous to legibility and beauty, i. e. leaving wide spaces between words or between sentences, making it difficult to tell where one word or sentence ends and another begins. This is often done by the same careless writer that separates one word into two; i. e. he makes spaces as an untrained singer takes breath, just when he happens to feel like it. Proper spacing is an art in writing as in printing. Examine comparatively this feature in a finely printed volume and in a hurriedly made newspaper. In the former each letter is just so far from its neighbor. Each word is separated by uniform space from its fellow. Each sentence has a wider space than that between words. The eye reads easily and the page is beautiful. In cheap newspapers the space between words is often greater than that between sentences. This irregularity is trying even to one unskilled in reading, and as offensive

to a trained eye as to see paragraphs run in together and parts of the same sentence broken into paragraphs.

Breaks. In the joined hand a common fault is lifting the pen and leaving a space between letters of a word. If this is done uniformly, as in disjoined hand, the effect is like print, where each letter is disconnected, but if a space is made in joined hand it produces the same effect as if in print a letter were omitted, thus breaking a word in two. This broken writing is as annoying to a trained eye as to look at engravings separated into strips like a picket fence. Each word should be a unit, and form to the eye a distinct word picture. In the joined hand, breaks are most likely to be made before the letters a, d, g, o and q. The same bad effect is produced by failure to perfect each letter; e. g. there should be no gap between the body and stem of d, in the disjoined hand the cross line of e should meet the curve at each end, etc.

Shading. Experiment proves that a uniform black line is more easily read than alternate light and heavy lines. Shading is therefore forbidden, and fine strokes are avoided, as the eye does not see them but reads by the heavier lines. Alleged "beautiful" penmanship is often uniform and very graceful, but with its delicate lines and artistic shading, is wholly unfit for library cards and writers of this style must learn to make their hand more legible, even if less graceful, before it can properly be used for this purpose. This same principle is illustrated in printing types, where experts have learned that the eye reads "old style" with its uniform black line more easily than the modern improvement, "new style," with hair lines and shading.

BRIEF RULES

1 Ink. Use only standard library ink and let it dry without blotting.

2 Position. Sit squarely at the desk and as nearly erect as possible.

3 Alphabets. Follow the library hand forms of all letters, avoiding any ornament, flourish or lines not essential to the letter.

4 Size. Small letters, taking m as the unit, are one space or 2 millimeters high; i. e. one third the distance between the rulings of the standard catalogue card.

NEW YORK STATE LIBRARY

Capitals and extended letters are two spaces high above the base line or run one space below, except t, the character & and figures, which are one and a half spaces high.

5 *Slant.* Make letters upright with as little slant as possible, and uniformly the same, preferring a trifle backward rather than forward slant.

6 *Spacing.* Separate words by space of one m and sentences by two m's. Leave uniform space between letters of a word.

7 *Shading.* Make a uniform black line with no shading. Avoid hair line strokes.

8 *Uniformity.* Take great pains to have all writing uniform in size, slant, spacing, blackness of lines and forms of letters.

9 *Special letters and figures.* In both joined and disjoined hands dot i and cross t accurately to avoid confusion; e. g. Giulio carelessly dotted has been arranged under Guilio in the catalogue. Cross t one space from line. Dot i and j one and a half spaces from line. In foreign languages special care is essential.

Joined hand. Connect all the letters of a word into a single word picture. Complete each letter; e. g. do not leave gap between body and stem of d, bring loop of f back to stem, etc.

Avoid slanting r and s differently from other letters. They should be a trifle over one space in height. The small p is made as in print and is not extended above the line as in ordinary script.

Disjoined hand. Avoid all unnecessary curves. The principal down strokes in b, d, f, h, i, j, k, l, m, n, p, q, r, t, u and the first line in e should be straight.

Make all the small letters except f, i, j, k, t, x and y without lifting pen from paper.

Make g and Q in one stroke moving from left to right like the hands of a watch. Begin on the line.

Take special pains with the letter r, as carelessly made, it is easily mistaken for v or y.

Make the upper part of B, R, S a trifle smaller than the lower part.

Figures. Make the upper part of 3 and 8 smaller than the lower part. 8 is best made by beginning in the middle.

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 a b c d e f g h i j k l m n o p
 q r s t u v w x y z
 1 2 3 4 5 6 7 8 9 0 &

Take great pains to have all
 writing uniform in size, slant,
 spacing & forms of letters.

Alternative form for Y: Y

A B C D E F G H I J K L M N O
 P Q R S T U V W X Y Z
 a b c d e f g h i j k l m n o p q r s t
 u v w x y z
 1 2 3 4 5 6 7 8 9 0 &

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Mostly original bibliographies presented by Library School students as a condition of graduation.

Volume 1 cloth \$1.50, lacking no. 5; unbound \$1.25 lacking no. 5, 15-17

Bb 1 Guide to the Study of J. A. M. Whistler. 16p. May 1895. 35c.

Bb 2-4 Colonial New England; Travel in North America; History of the 17th Century. 80p. July 1897. 15c.

Bb 6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.

Bb 9-11 Netherlands; Renaissance Art; History of Latter Half of 15th Century. 128p. Ap. 1898. 16c.

Bb 12 Best Books of 1897. 28p. June 1898. 25c.

Bb 13 Fairy Tales for Children. 30p. June 1898. 25c.

Bb 14 Index to Subject Bibliographies in Library Bulletins to Dec. 31, 1897. 62p. Aug. 1898. 10c.

Bb 18 Best Books of 1898. 28p. May 1899. 5c.

Bb 19 College Libraries in the United States. 52p. Dec. 1899. 10c.

Bb 20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.

Volume 2 cloth \$1.50; unbound \$1.25

Bb 21 Best Books of 1899. 28p. May 1900. 5c.

Bb 22 Domestic Economy. 144p. Jan. 1901. 15c.

Bb 23 Connecticut Local History. 114p. Dec. 1900. 15c.

Bb 24 New York Colonial History. 274p. Feb. 1901. 35c.

Bb 25 China and the Far East. 122p. Mar. 1901. 30c.

Bb 26-27 Fröbel and the Kindergarten; Reading List for Children's Librarians. 92p. May 1901. 16c. Bb27 separately, 5c.

Bb 28 Maine Local History. 148p. June 1901. 20c.

Bb 29 Best Books of 1900. 32p. July 1901. 10c.

Bb 30 Class list of a \$500 Library Recommended for Schools. Ed. 3. 82p. July 1901. 15c.

Volume 3 50 cents to advance subscribers

Bb 31 Monopolies and Trusts in America. 38p. Oct. 1901. 10c.

Bb 32 Biography for Young People. 60p. Nov. 1901. 15c.

Bb 33 French Government Serials. 72p. Jan. 1902. 16c.

Bb 34 Best Books of 1901. 30p. June 1902. 10c.

Bb 35 Best Books of 1902. 36p. July 1902. 10c.

Bb 36 Cataloguers Reference Books. *In press.*

Manuscript bibliographies. The following bibliographies are available in manuscript for consultation in the library or may be lent under certain conditions.

Phillips Brooks. Hawthorne. Ben Jonson. Charles Kingsley. Poems on Lincoln, Grant, Sherman and Sheridan. J. L. Motley. R. L. Stevenson. Charles Sumner. Bayard Taylor. John Wesley. Members of A. L. A. Lists of Books for Children. Higher Criticism of the Old Testament. Christian Art. Church History. Clubs for Boys and Working Girls. Single Tax. Tramps and Vagrants. Municipal Government. Politics and Party Government in New York City. New Philanthropy. Education of Women. Index to University Extension Periodicals. English Works on King Arthur and the Round Table. Household Economics. Art of the 17th Century. Some Famous Cathedrals. 10 Popular Paintings. Photography, 1880-98. Wagnerian Music Drama. Greek and Latin Plays Produced by Schools, Colleges and Universities in the United States. Cycling. Angling, 1883-93. Minor American Poetry, 1860-97. English Literature of Later 18th Century. Fiction for Girls. Russian Realists. Graded List of History and Travel. English and American Explorations in Africa since 1824. Literature Relating to the Hudson River. Adirondack Mountains. Travels West of the Mississippi prior to 1855. 200 Books in Biography for Popular Library. Josephine and the Women of Her Time. History of the 16th Century. Edinburgh. Missouri in the Civil War. Maryland; Colonial and Revolutionary History. Classified Index to *Library Journal*, 7, 1-12.

University of the State of New York

NEW YORK STATE LIBRARY AND HOME EDUCATION

The State Library includes general, sociology, law, medical, education and history libraries and the Library School. Besides the usual work of a great reference library, its field covers compilation of catalogues, bibliographies, indexes, reference lists and other aids and guides for readers not having direct access to the library, lending books to students and promotion of the general library interests of the State.

As the library was founded for the benefit of the people of the whole State, books not readily accessible elsewhere and not so much used at Albany as to make their brief absence from the shelves serious are lent under rules guarding against loss or undue detention to:

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The State Library recognizes this lending of books to distant points as a very important part of its work and aims to be of service to the largest number possible of those needing its assistance, not only in lending but in recommending the best books and in furnishing, through its Home Education Department devoted specially to such work, printed or manuscript aids to those pursuing studies or courses of reading without a teacher.

Besides annual department reports and bulletins the State Library has for exchange and sale many valuable historical and scientific works as well as bulletins, syllabuses and handbooks not properly classed as annual publications. Detailed information of these is given in the annotated price list issued as Reference list 11, to be had on request from the State Library. The library maintains a large exchange list and readily sends corresponding publications in return for those received from all parts of the world.

The Home Education Department includes the promotion, sympathetic assistance and supervision of summer, vacation, evening and correspondence schools and other forms of extension teaching, lecture courses, study clubs, literary clubs and other agencies for promoting and extending more widely opportunities and facilities for education to those unable to attend the usual teaching institutions.

The most potent factors in this work are: (1) putting the best reading within reach of all citizens by traveling libraries and annotated book lists; (2) the aid given in organizing new and increasing efficiency of established libraries by the public libraries division, through which the State yearly expends about \$60,000 for the benefit of free libraries. This division is devoted to promoting general library interests of the State and in all practicable ways assisting communities willing to do their part in providing the best reading for their citizens.

For further information address

MELVIN DEWEY, Director, Albany N. Y.



University of the State of New York

NOTES IN 1903

OCTOBER 1903

New York State Library

MELVIL DEWEY Director

Bulletin 83

LIBRARY SCHOOL 18

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New York State Library

MELVIL DEWEY Director

Bulletin 83

LIBRARY SCHOOL 16

MATERIAL FOR COURSE IN REFERENCE STUDY

The following lists are those used in D. V. R. Johnston's reference course in the New York State Library School and are a revision of *Selected Reference Books* issued in 1899 as Library School bulletin 4. They are intended to illustrate a course of study in reference work and to encourage personal examination of the books, but do not claim to be complete reference lists on the various topics. Many very valuable works, e. g. bibliographies and biographic dictionaries, are omitted because included in other courses. In many cases other than the best books are chosen, in order to force comparison and give facility in using tools of all kinds in reference work. The books are roughly classified with this end in view.

The United States and English histories are used as a distinct course, forming practically a study of comparative values of books in a department. This course is based on history largely because it is possible to obtain in this subject critical valuation by competent authorities, without which it would be impossible for the students to obtain sufficient information. Consequently standard, though frequently old, histories have been selected, to the exclusion of newer ones whose value has been less definitely determined. Adams's *Manual of Historical Literature* (cited as Adams) is recommended as giving in most cases the desired bibliographic information and for many of the United States histories valuable criticisms may be found in Larned's *Literature of American History*.

Call numbers are those of the New York State Library. Class number only is given for books in traveling libraries and for books not yet in the card catalogue. Volume and page numbers

are separated by a colon; e. g. 3:145 means vol. 3, p. 145. In giving price n signifies net, subs. subscription. For serials the yearly subscription price is given and generally the present frequency of publication; also in many cases changes in frequency are noted.

The following are the forms used for foreign prices with their approximate American equivalents:

	Cents		Cents
£ pound	487	l lira	19
/ shilling	24	m mark	24
f florin (Dutch)	40	pf pfennig	.25
fr franc	19		

REFERENCE BOOKS

DICTIONARIES

English

Webster, Noah. International Dictionary of the English Language; being the authentic edition of Webster's unabridged dictionary . . . rev. and enl. under the supervision of Noah Porter, with . . . appendix and reference history, to which is . . . added a supplement of 25,000 words and phrases; W. T. Harris editor in chief. 2528p. illus. F. Springfield Mass. 1901, c1864-1900. Merriam. (Reference history ed.) R423 qW3913

Also published with supplement but without reference history, which is of little value here, at \$10.

Worcester, Joseph Emerson. Dictionary of the English Language; with supplement containing over 12,500 new words and entries and a vocabulary of synonyms of words in general use. . . New ed. 68+1990p. illus. sq.Q. Phil. 1882, c159-81. Lippincott \$10. R423 qW892

Standard Dictionary of the English Language . . . prepared . . . under the supervision of I. K. Funk. 2318p. illus. F. N. Y. 1895, c190-94. Funk \$12. R423 qSt2

Ogilvie, John. Imperial Dictionary of the English Language; a complete encyclopedic lexicon, literary, scientific and technological; new ed. carefully revised and greatly augmented, ed. by Charles Annandale. 4v. illus. Q. Lond. 1882-83. Blackie £5 n. R423 qOg4

Hunter, Robert. Encyclopaedic Dictionary . . . 7v. illus. Q. Lond. 1879-88. Cassell 21/ a vol. R423 qH91

Whitney, William Dwight. Century Dictionary; an encyclopedic lexicon of the English language. 6v. illus. F. N. Y. c1889-91. Century subs. \$10 a vol. R423 qW61

Revised ed. 1901.

Murray, James Augustus Henry. New English Dictionary on Historical Principles; founded mainly on the materials collected by the Philological Society . . . v.1-5; v.6, pt 1-4; v.7, pt 1-2; v.8, pt 1, F. Ox. 1888-1903. Clarendon Press.

R423 qM96

v. 1-5, \$13 n. each; v. 6, pt 1-4, L-Lock, \$3.70 n; v. 7, pt 1-2, O-Outing, \$2.50 n; v. 8, pt 1, Q, 60c n. Reissue in monthly parts, each 88p. 90c n.

Stormonth, James. Dictionary of the English Language, Pronouncing, Etymological and Explanatory . . . the pronunciation . . . revised by P. H. Phelp. 1228p. Q. Edin. 1884. W. Blackwood. R423 qSt7

New ed. with supplement by William Bayne, 1288p. 1895, 18/ n; imported by Scribner \$9.

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Skeat, Walter William. Etymological Dictionary of the English Language . . . 799p. sq.Q. Ox. 1882. Clarendon Press. R422 qSk2

Ed. 3, 87Sp. 1898, \$6 n; supplement to ed. 1, 60c n.

Crabb, George. English Synonymes Explained in Alphabetical Order with . . . Illustrations and Examples . . . from the Best Writers; to which is now added an index to the words . . . New ed. enl. 856p. O. N. Y. 1879. Harper \$1.25. R424 C84

Library has also London ed. 1898, Routledge 3/6, 638p.O, E424 C844.

Smith, Charles John. Synonyms Discriminated; a complete catalogue of synonymous words in the English language. . . 610p. O. Lond. 1871. Bell. 424 Sm51

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Roget, Peter Mark. Thesaurus of English Words and Phrases Classified and Arranged so as to Facilitate the Expression of Ideas and Assist in Literary Composition . . . new ed. enl. . . with a full index by J: L: Roget. 45+429+271p. O. Bost. pref. 1879. De Wolfe \$2. R424 R63

Longmans \$3.50; Crowell, 1886, \$2.

Soule, Richard. Dictionary of English Synonymes and Synonymous or Parallel Expressions . . . new ed. . . . enl. by G: H. Howison. 488p. O. Bost. 1898, '71-91. Little \$2. R424 So81

Slang

Bartlett, John Russell. Dictionary of Americanisms; a glossary of words and phrases usually regarded as peculiar to the United States. Ed. 4 enl. 46+813p. O. Bost. 1877, '59-77. Little \$4. R427.9 B283

Maitland, James. American Slang Dictionary, embodying all American and English slang phrases in current use, with their derivation and philology. 308p. Q. Chic. 1891. Kittredge subs. \$5. R427.9 qM28

De Vere, Maximilian Rotolph Botolph Schele. Americanisms; the English of the New World. 685p. O. N. Y. 1872. Scribner \$3. 427.9 D49

Hotten, John Camden. Slang Dictionary; or, The Vulgar Words, Street Phrases and "Fast" Expressions of High and Low Society . . . 305p.D. Lond. 1870. Hotten. 427.09 H79

His *Dictionary of Modern Slang, Cant and Vulgar Phrases* is incorporated in the edition described above. A new ed. with title *Slang Dictionary; etymological, historical and anecdotal*, 8°, Lond. 1874, Chatto 6/6.

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- Barrère, Albert & Leland, Charles Godfrey.** Dictionary of Slang, Jargon and Cant. . . 2v.sq.O. Lond. 1889. R427 B27
First ed. printed for subscribers only at the Ballantyne Press.
Republished in 2v. 950p. 8°, Lond. 1897, Bell 15/. Sold by Macmillan \$4.
- Barrère, Albert.** Argot and Slang; a new French and English dictionary of the cant words, quaint expressions, slang terms and flash phrases used in the high and low life of old and new Paris. New ed. 60+483p. O. Lond. 1889. Whittaker & Co. 10/6. 447 B27
- Elwyn, Alfred Langdon.** Glossary of Supposed Americanisms. 122p. D. Phil. 1859. Lippincott. 427.9 E18
- Farmer, John S.** Americanisms, Old and New; a dictionary of words, phrases and colloquialisms peculiar to the United States, British America, the West Indies, etc. their derivation, meaning and application . . . with notes. 564p. sq.O. Lond. 1889. R427.9 F22
Privately printed by Thomas Poulter & Sons. Sells at auction at about \$4.
- Morris, Edward Ellis.** Austral English; a dictionary of Australasian words, phrases and usages . . . 525p.O. Lond. 1898. Macmillan \$3.75 n. 427.9 M83

Foreign

- Lewis, Charlton Thomas & Short, Charles.** Harpers' Latin Dictionary . . . founded on the translation of Freund's Latin-German Lexicon ed. by E. A. Andrews; rev. enl. and in great part rewritten. 2019p. Q. N. Y. 1889, c'50-79. Harper \$6.50. R473.2 qL58
- Riddle, Joseph Esmond & Arnold, Thomas Kerchever.** Copious and Critical English-Latin Lexicon, founded on the German-Latin Dictionary of C: E. Georges; 1st Amer. ed. containing a . . . dictionary of proper names . . . by Charles Anthon. 754p.Q. N.Y.1849. Harper \$5. o.p. R473.2 qR431
- Liddell, Henry George & Scott, Robert.** Greek-English Lexicon; rev. and augmented throughout with the cooperation of Prof. Drisler. Ed. 8 enl. 1778p. F. N. Y. 1897, c'82. Harper \$9. R483.2 qL612
- Contopoulos, N.** Modern Greek-English and English-Modern Greek Dictionary. 2v. O. Lond. 1887. Trübner (now Paul, T. T. & Co.) 27/. R489 C76
Title-page in Greek.
- Spiers, Alexander.** Spiers and Surenné's French and English Pronouncing Dictionary . . . rev. . . and enl. by G. P. Quackenbos. 2v. in 1, Q. N. Y. 1858, c'52. Appleton \$5. R443.2 qSp42

- Foreign dictionaries.** **Smith, Léon & Hamilton, Henry.** International English and French Dictionary . . . New ed. 2v. Q. N. Y. 1902. Jenkins. C443.2 qSm52
v. 1, English-French; v. 2, French-English; v. 2 ed. by Hamilton and E. Legros.
Advertised as *Smith, Hamilton and Legros' Dictionary*; costs about \$6.
- Littre, Maximilien Paul Émile.** Dictionnaire de la langue française . . . 4v.F. Par. 1873-75. Hachette. R443 qL73
— — — Supplément . . . suivi d'un dictionnaire étymologique de tous les mots d'origine orientale, par Marcel Devic. 375+91p.F. Par. 1878. Hachette. R443 qL73 v.5
Imported by Lemecke & Büchner 5v. \$35.
- Flügel, Felix.** Universal English-German and German-English Dictionary; 4th . . . ed. of J. G. Flügel's Complete Dictionary of the English and German Languages; 2d enl. . . reprint. 2 pt in 3v. Q. Braunschweig 1894. Westermann. R433.2 qF67
Sold by Lemecke & Büchner, pt 1, English-German 2v. \$11; pt 2, German-English \$5.50.
- Grieb, Christoph Friedrich.** Dictionary of the English and German Languages . . . to which is added a supplement . . . by J. C. Öhlschläger; 4th Amer. ed. 2v. Q. Phil. 1866. Schaefer & Koradi \$12. R433.2 qG87
v.1, English-German; v.2, German-English.
- Muret, Edward & Sanders, Daniel.** Encyclopaedic English-German and German-English Dictionary; uniform in plan . . . with Sachs-Villatte's French-German and German-French dictionary giving the pronunciation according to the phonetic system . . . of Toussaint-Langenscheidt . . . 2v. in 4, Q. Ber. 1891-1901. Langenscheidt. R433.2 qM94
Sold in 2 volumes at 36m each, or 4 half volumes at 21m each.
v. 1, English-German; v. 2, German-English.
- Grimm, Jakob Ludwig Karl & Grimm, Wilhelm Karl.** Deutsches Wörterbuch. v.1-13, 1 por. Q. Lpz. 1854-1903. Hirzel. R433 qG88
2m a part; costs at present about \$70. v. 4, 10-13 still incomplete; v. 13 in letter W.
- Calisch, I. M.** New Complete Dictionary of the English and Dutch Languages . . . 2v. O. Tiel 1875. Campagne. R439.332 C12
Ed. 2 rev. by N. S. Calisch, 2v. O, Tiel 1890-92, Campagne f15. Imported by Lemecke & Büchner, \$11.
- Tommaseo, Niccolò & Bellini, Bernardo.** Dizionario della lingua italiana con oltre 100,000 giunte ai precedenti dizionarii raccolte da Nicolò Tommaseo, Gius. Campi, Gius. Meini, Pietro Fanfani . . . 4v.in 8, sq.F. Roma pref. 1861-79. L'unione tipografico-editrice. 453 qT59
12 a part; costs about \$70.

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Davenport, John & Comelati, Guglielmo. New Dictionary of the Italian and English Languages, based upon that of Baretti . . . 2v. O. Lond. pref. 1854. Whittaker & Co. £1 1/. R453.2 D27

v. 1, Italian-English; v. 2, English-Italian.

Imported by Lemcke & Büchner \$8.40.

Björkman, C. G. Svensk-engelsk ordbok. 360p. O. Stockholm 1889. Norstedt. R439.732 B55

Costs about \$5.

Hornbeck, Cecil. Dictionary of the English and Danish Languages. 2v. in 1, S. Copng. 1863. Host. R439.832 H78

Imported by Lemcke & Büchner \$3.

Alexandrow, A. . . Complete English-Russian Dictionary . . . 2v. O. St Pet. 1879-85. R491.732 Al2

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v. 1, English-Russian; v. 2, Russian-English.

Lopes, José M. & Bensley, Edward R. Nuevo diccionario inglés-español y español-inglés. 2v. in 1, Q. Par. 1892. Garnier hermanos. R463.2 qL88

Imported by Lemcke & Büchner \$7.

Velázquez de la Cadena, Mariano. New Pronouncing Dictionary of the Spanish and English Languages; rev. and enl. by Edward Gray and J. L. Iribas . . . 2v. Q. N. Y. 1900-2, 1852-1902. Appleton \$3.50 a vol. R463.2 qV543

v. 1, Spanish-English; v. 2, English-Spanish. Bound in one volume \$6.

Michaelis, H. New Dictionary of the Portuguese and English Languages . . . based on a manuscript of Julius Cornet. 2v. O. Lpz. 1893. Brockhaus. R469.32 M58

Imported by Lemcke & Büchner \$11.

v. 1, Portuguese-English; v. 2, English-Portuguese.

Vieira, Antonio. Dictionary of the Portuguese and English Languages . . . new ed. . . corrected . . . by A. J. da Cunha . . . 2v. O. Lond. 1840. Longmans. R469.32 V67

v. 1, Portuguese-English; v. 2, English-Portuguese.

Vieira's New Pocket Dictionary, 2v. Par. 1890 is imported by Lemcke & Büchner \$3.

Baranowski, J. J. Anglo-Polish Lexicon. 2v. S. Warsaw 1883-84. Lesman & Swiszcowski 12/. R491.8532 B23

MacAlpine, Neil. Pronouncing Gaelic Dictionary; to which is prefixed a . . . Gaelic grammar. Ed. 8 enl. 59+549p. D. Edin. 1881. Maclachlan & Stewart. 491.6332 M11

Ed. 11, 8°, 1898, Nutt 12/.

Steingass, F. English-Arabic Dictionary; for the use of both travellers and students. 466p. O. Lond. 1882. W. H. Allen. R492.732 St3

Now sold by Nutt 21/.

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—— Student's Arabic-English Dictionary; companion . . .
to the . . . English-Arabic Dictionary. 1242p. O. Lond.
1884. W. H. Allen. R492.732 St31

Now sold by Nutt 50/.

Gesenius, Friedrich Heinrich Wilhelm. Hebrew and English
Lexicon of the Old Testament, including the Biblical Chal-
dee; tr. from the Latin . . . by Edward Robinson. New
ed. enl. 1144p. nar. O. Lond. 1844. Wiley & Put-
nam. R492.432 G33

Now published by Houghton \$6 n.

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General

Encyclopaedia Britannica; a dictionary of arts, sciences and gen-
eral literature. Ed. 9-10. 35v., v. 1-33, illus. sq. Q; v. 34-35,
maps and index F. Edin. 1875-1903. Black. Ro32 qEn1

v. 25-34 are supplementary with title *New Volumes of the Encyclopaedia Britan-
nica* . . . vol. 1-10. v. 35 has title *Index to the Complete Encyclopaedia
Britannica*.

v. 1-24 published for £36 (\$175); supplement, 11v. sold by Encyclopaedia
Britannica Co. New York, \$65.

—— Index; with list of contributors and key to their initials.
499p. sq. Q. Edin. 1889. Black £1. Ro32 qEn1 v.0

Index to v. 1-24.

American Cyclopaedia; a popular dictionary of general knowl-
edge; ed. by George Ripley and C: A. Dana. 16v. and
index 1v. illus. Q. N. Y. 1873-78, c' 57-78. Appleton subs.

\$5 a vol.

Ro31 qAm3

Quoted as *Appletons' Cyclopaedia*.

Brockhaus, Friedrich Arnold. Brockhaus' Konversations-
Lexikon . . . Ed. 14. 17v. illus. Q. Lpz. 1894-97.
Brockhaus 10m a vol. Ro33 qB78r

v. 17, Supplement.

Jubilee edition, more fully illustrated, published in 1898 at 10m a volume,
also v. 1-11 of a new jubilee edition, with additional illustrations, in 1901-2,
at 12m a volume.

Meyer, Joseph. Konversations-Lexikon . . . Ed. 5. v. 1-21,
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v. 18, supplement and index; v. 19-21, annual supplements 1898-99 to 1900-1.
Ed. 6, v. 1, published 1902, 10m; also published in parts at 50pf each.

Iconographic Encyclopaedia of the Arts and Sciences; tr. from
the German of the Bilder-Atlas . . . revised and enlarged.
v. 1-7, illus. Q. Phil. 1886-90. Iconographic Pub. Co. \$6
a vol. o33 q1c7

- Cyclopedias** **Larousse, Pierre Athanase.** Grand dictionnaire universel du 19e siècle. 17v.illus.F. Par. 1866-90? Larousse 750fr.
R034 qL32
v. 16, supplement; v. 17, second supplement for 1878-88. Alphabetic index of articles and additions in v. 16-17 is published for 3.30fr.
- Nouveau Larousse illustré;** dictionnaire universel encyclopédique, publié sous la direction de Claude Augé. v.1-6, illus.sq.F. Par. 1898-1903? Larousse. R034 qN85
To be complete in 7v. 215fr. v. 1-6, A-Po.
- Appletons' Annual Cyclopaedia** . . . 1861-date. v.1-date, illus.Q. N. Y. 1863-date. Appleton subs. \$5 a vol.
R031 qAm32
v. 1-14 have title *American Annual Cyclopaedia*.
1895 volume contains index for 1876-95, latest volume for 1896-date.
- General Index . . . embracing vols. 1-15 . . . 1861-1875. 442p.Q. N. Y. 1876, Appleton subs. \$3.50. R031 qAm32 v.o¹
- Index to . . . 12 volumes, 1876-1887 . . . 144p.Q. N. Y. 1888. Appleton \$3.50. R031 qAm32 v.o²
- New International Encyclopaedia;** editors, D. C. Gilman, H. T. Peck, F. M. Colby. v.1-11,illus.Q. N.Y.1902-3. Dodd subs. \$5 a vol. R031 qG42
To be complete in about 17v. v. 1-11, A-Maximianus.
- Johnson's Universal Cyclopaedia;** a new ed. prepared . . . under the direction of C. K. Adams. 8v.illus.Q. N.Y.1894-95. Appleton \$48. R031 qJ623
New ed. in 12v. with title *Appletons' Universal Cyclopaedia*, 1902, \$6 a volume.
- Chambers's Encyclopaedia;** a dictionary of universal knowledge . . . New ed. 10v.illus.Q. Lond. 1897. Chambers subs. £5. R032 qC352
Sold by Lippincott. New ed. revised and brought to date by changes in plates, new maps and illustrations, 1901, Lippincott \$50.

Mechanics, engineering etc.

- Knight, Edward Henry.** American Mechanical Dictionary . . . 3v.illus.Q. Bost. 1882, c'72-76. Houghton \$24 n. R603 qN2
- New Mechanical Dictionary . . . 960p.illus.Q. Bost. 1884, c'82-83. Houghton \$9 n. R603 qO2
- Supplement to his *American Mechanical Dictionary*. The two works are sold separately at the prices above quoted, but may be bought together for \$27.50 n.
- Ure, Andrew.** Dictionary of Arts, Manufactures and Mines . . . ed. by Robert Hunt assisted by F. W. Rudler. Ed. 7. 4v. illus. O. Lond. 1878. Longmans £7 7/. R603 N8



- Cyclopedias** **Champlin, John Denison, jr & Perkins, Charles Callahan.** *Cyclopedia of Painters and Paintings.* 4v.illus.Q. N. Y. 1886-87. Scribner \$20 n. 750 qC35
- Patterson, Howard.** *Patterson's Illustrated Nautical Encyclopedia . . .* New ed. enl. 514p.illus.Q. Cleveland '1901. Marine Review Pub. Co. \$3. 656 qQ1
- Farrow, Edward Samuel.** *Farrow's Military Encyclopedia . . .* 3v.illus.Q. N. Y. 1885. Farrow subs. \$36. R623 qO5
- Bailey, Liberty Hyde.** *Cyclopedia of American Horticulture; comprising suggestions for cultivation of horticultural plants, descriptions of the species of fruits, vegetables, flowers and ornamental plants sold in the United States and Canada, together with geographical and biographical sketches; by L. H. Bailey assisted by Wilhelm Miller . . .* 4v.illus.Q. N. Y. 1900-2. Macmillan subs. \$20 n. R630.3 qQo
- Watts, Henry.** *Dictionary of Chemistry and the allied Branches of other Sciences . . .* 8v. in 9, illus.O. Lond. 1863-83. Longmans £15 2/6. o. p. ? R540.3 M3
v. 1-5, A-Z, founded on Ure's *Dictionary of Chemistry and Mineralogy*; v. 6-8, supplement.
- *Dictionary of Chemistry; rev. and entirely rewritten by M. M. P. Muir and H. F. Morley . . .* 4v.O. Lond. 1890-94. Longmans \$50; v.1-2, \$14.50 each; v.3, \$16; v.4, \$20. R540.3 Po
- Wood, George Bacon, M. D. & Bache, Franklin, M. D.** *Dispensatory of the United States of America; 18th ed. . . rev. . . by H. C. Wood, J. P. Remington and S. P. Sadtler.* 45+ 1999p.illus.O. Phil. '1877-99. Lippincott \$7 n. 615.12 P9
- Stillé, Alfred, M. D. & others.** *National Dispensatory; containing the natural history, chemistry, pharmacy, actions and uses of medicines . . .* Ed. 5 enl. 1903p.illus.Q. Phil. 1894. Lea \$7.25. 615.12 qP4a
- Billings, John Shaw, M. D. & others.** *National Medical Dictionary; incl. English, French, German, Italian and Latin technical terms used in medicine and the collateral sciences, and a series of tables of useful data . . .* 2v.Q. Phil. 1890. Lea \$12. 610.3 qO9
- Foster, Frank P. M. D. & others.** *Illustrated Encyclopaedic Medical Dictionary . . . technical terms used by writers on medicine and the collateral sciences in the Latin, English, French and German languages.* 4v. 3095p.illus.Q. N. Y. 1891-94, '88-92. Appleton \$40. 610.3 qP2

Social science etc.

- Cyclopedias** **Palgrave, Robert Harry Inglis.** Dictionary of Political Economy . . . 3v.O. Lond. 1894-99. Macmillan \$19.50.
R330.3 P17
- Say, Jean Baptiste Léon & Chailley, Joseph.** Nouveau dictionnaire d'économie politique . . . 2v.Q. Par. 1891-92. Guillaumin.
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Ed. 2, 2v. and supplement, 69fr.
- Conrad, Johannes & others.** Handwörterbuch der Staatswissenschaften. Ed 2. 7v.Q. Jena 1898-1901. Fischer 125m.
R303 qC761
- Guyot, Yves & Ravalovich, Artur'.** Dictionnaire du commerce, de l'industrie et de la banque . . . 2v.Q. Par. 1898-1901. Guillaumin 50fr.
R303 qG99
- Block, Maurice.** Petit dictionnaire politique et social. 800p.O. Par. 1896. Perrin 19fr.
R303 B62
- Bliss, William Dwight Porter.** Encyclopedia of Social Reform; incl. political economy, political science, sociology and statistics, covering anarchism, charities, civil service, currency, land and legislation, reform, penology, socialism, social purity, trades unions, woman suffrage . . . 1439p.Q. N. Y. 1897. Funk \$7.50 n.
R303 qB61
- Cyclopaedia of Temperance and Prohibition . . .** 671p.Q. N. Y. 1891. Funk \$3.50.
R178.03 qC99
- Dye, John S.** Coin Encyclopaedia; a . . . history of the coins of the world . . . with a . . . history of mines, mining, mints, assays, etc . . . to which is added an apx. by E. Mason, presenting . . . statement of the coinage of the . . . southern confederacy . . . 1152p.illus.O. Phil. 1883. Bradley & Co.
R332.4 D98
- Mulhall, Michael George.** Dictionary of Statistics. Ed. 4. 853p.pl.Q. Lond. 1899. Routledge \$8.50. R310 qM891

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- Arnold, Thomas.** Catholic Dictionary . . . doctrine, discipline, rites, ceremonies, councils and religious orders of the catholic church . . . Ed. 6 enl. 957p.O. N. Y. 1889, '84-87. Catholic Pub. Co. \$5.
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Revised with additions by T. B. Scannell, ed. 6, 970p. 8°, Lond. 1903, Paul, T. T. & Co.
Earlier editions are edited by W. E. Addis and Thomas Arnold.
- Benton, Angelo Ames.** Church Cyclopaedia . . . church doctrine, history, organization and ritual . . . 809p. Q. Phil. 1884. Hamersly \$5.
283-73 qB44

- Cyclopedias** **Hughes, Thomas Patrick.** Dictionary of Islam . . . doctrines, rites, ceremonies and customs . . . with the technical and theological terms of the Muhammadan religion. 750p. illus.Q. Lond. 1885. W. H. Allen 42/. 297 qH87
Sold by Scribner \$16.80 n.
- Jewish Encyclopedia** . . . history, religion, literature and customs of the Jewish people from the earliest times to the present . . . Isidore Singer, projector and managing editor . . . v.1-4, illus.Q. N. Y. 1901-3. Funk. R296 qJ551
To be complete in 12v. subs. \$72. v. 1-4, A-Dreyfus.
- Jacobs, Henry Eyster & Haas, John Augustus William.** Lutheran Cyclopaedia. 572p. Q. N. Y. 1899. Scribner subs. \$5. 284.1 J15
- Cathcart, William.** Baptist Encyclopaedia . . . doctrines, ordinances, usages . . . and . . . general history of the baptist denomination in all lands, with . . . biographical sketches . . . 2v. illus. Q. Phil. 1883, '80. L. H. Everts \$12.50. 922.6 qC28
- Simpson, Matthew.** Cyclopaedia of Methodism . . . with Biographical Notices. Ed. 5. 1031p. illus. Q. Phil. 1883, '76. L. H. Everts \$10. 922.77 qS15
- Nevin, Alfred & others.** Encyclopaedia of the Presbyterian Church in the United States . . . 1248p. illus. Q. Phil. 1884. Presbyterian Encyclopaedia Pub. Co. \$5. 922.57 qN41
- McClintock, John & Strong, James.** Cyclopaedia of Biblical, Theological and Ecclesiastical Literature. 10v. illus. Q. N. Y. 1883-88, '67-81. Harper subs. \$5 a vol. R203 qM13
- — Supplement. 2v. illus. Q. N. Y. 1885-87. Harper subs. \$5 a vol. R203 qM13 v.11-12
- Schaff, Philip.** Religious Encyclopaedia; or, Dictionary of Biblical, Historical, Doctrinal and Practical Theology, based on the Real-Encyklopädie of Herzog, Plitt and Hauck; ed. by Philip Schaff, S: M. Jackson and D. S. Schaff, with an Encyclopaedia of Living Divines and Christian Workers of all Denominations in Europe and America, ed. by Philip Schaff and S: M. Jackson. Ed.3 enl. 4v. 48+2629+296p. Q. N. Y. 1891, '82-83. Funk \$20. R203 qSch1
Binder's title, *Schaff-Herzog Encyclopaedia of Religious Knowledge.*
- Hastings, James.** Dictionary of the Bible; dealing with its language, literature and contents, including the Biblical theology; ed. by James Hastings with the assistance of J: A. Selbie . . . A. B. Davidson, S. R. Driver, H. B. Swete. 4v. illus. Q. N. Y. 1899-1902. Scribner subs. \$6 a vol. R220.3 qH27

Cyclopaedia Cheyne, Thomas Kelly & Black, John Sutherland. *Encyclopaedia Biblica*; a critical dictionary of the literary, political and religious history, the archaeology, geography and natural history of the Bible. 4v.Q. N. Y. 1899-1903. Macmillan subs. \$5 n. a vol. R220.3 qC42

Smith, Sir William. *Dictionary of the Bible*; comprising its antiquities, biography, geography and natural history; rev. and ed. by H. B. Hackett, with the cooperation of Ezra Abbot. 4v. 3667p. illus. O. N. Y. 1868-71. Hurd & Houghton. R220.3 Sm6

Now published by Houghton \$10.

Dictionary of the Bible, ed. 2 enl. edited by Sir William Smith and J. M. Fuller, 3v. in 4, published by Murray, London, 1893, £4 4/, sold by Little, Boston, \$22 n. v. 1 (in 2 pt) which alone was revised, sold separately for £2 2/ or \$13 n.

— & **Wace, Henry.** *Dictionary of Christian Biography, Literature, Sects and Doctrines*; being a continuation of the *Dictionary of the Bible*. 4v.O. Lond. 1877-87. Murray £6 16/6. R922 Sm6

Sold by Little \$24 n.

— & **Cheetham, Samuel.** *Dictionary of Christian Antiquities*; comprising the history, institutions and antiquities of the Christian church from the time of the Apostles to the age of Charlemagne; by various writers . . . 2v. 2060p. O. Lond. 1875-80. Murray £3 13/6. R203 Sm6

Sold by Little \$15 n.

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Molineux, Marie Ada. *Phrase-book from the Poetic and Dramatic Works of Robert Browning*; to which is added an index containing the significant words not elsewhere noted. 520p. O. Bost. 1896. Houghton \$3. 821.83 H

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Allibone, Samuel Austin. Poetical Quotations from Chaucer to Tennyson; with . . . indexes . . . 788p. O. Phil. 1878, '73. Lippincott \$3. R808.8 A152

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- Friswell, James Hain.** Familiar Words; an index verborum, or quotations handbook, with parallel passages or phrases which have become imbedded in our English tongue. Ed.2 enl. 420p. D. Lond. 1866. Low. R8o8.8 F91
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- Grocott, John C.** Familiar Quotations with Parallel Passages from Various Writers; with an apx. cont. Quotations from American Authors by A. . L. Ward. 699p. D. Lond. n. d. Routledge \$1.50. R8o8.8 G89
- Hoyt, Jehiel Keeler & Ward, Anna Lydia.** Cyclopaedia of Practical Quotations, English and Latin; with an apx . . . and copious indexes . . . Ed.9. 899p. Q. N. Y. 1888, '81. Funk. R8o8.8 qH85
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- Rice, William.** Moral and Religious Quotations from the Poets, topically arranged . . . Ed.6. 338p. 1por. O. N. Y. 1863, '60. Carleton. R821.o8 R36
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- Belton, John Devoe.** Literary Manual of Foreign Quotations, Ancient and Modern, with illustrations from American and English authors and explanatory notes. 249p. O. N. Y. 1891. Putnam \$1.50. R8o8.8 B41
- Jones, Hugh Percy.** New Dictionary of Foreign Phrases and Classical Quotations . . . with English Translations or Equivalents . . . 532p. O. Lond. 1900. Deacon 7/6. (Readers' Reference Lib.) R8o8.8 J71
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- **& Dalbiac, Philip Hugh.** Dictionary of Quotations, French and Italian; with authors' and subjects' indexes. 565p. O. Lond. 1901. Sonnenschein 7/6. R8o8.8 H211
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- Riley, Henry Thomas.** Dictionary of Latin Quotations . . . with a Selection of Greek Quotations. 622p. D. Lond. 1866. Bell 5/. (Bohn's Classical Lib.) R87o.3 R45
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Edwards, Eliezer. Words, Facts and Phrases; a dictionary of curious, quaint and out-of-the-way matters . . . 631p.O. Phil. 1881. Lippincott \$2.50. Ro80 Ed9

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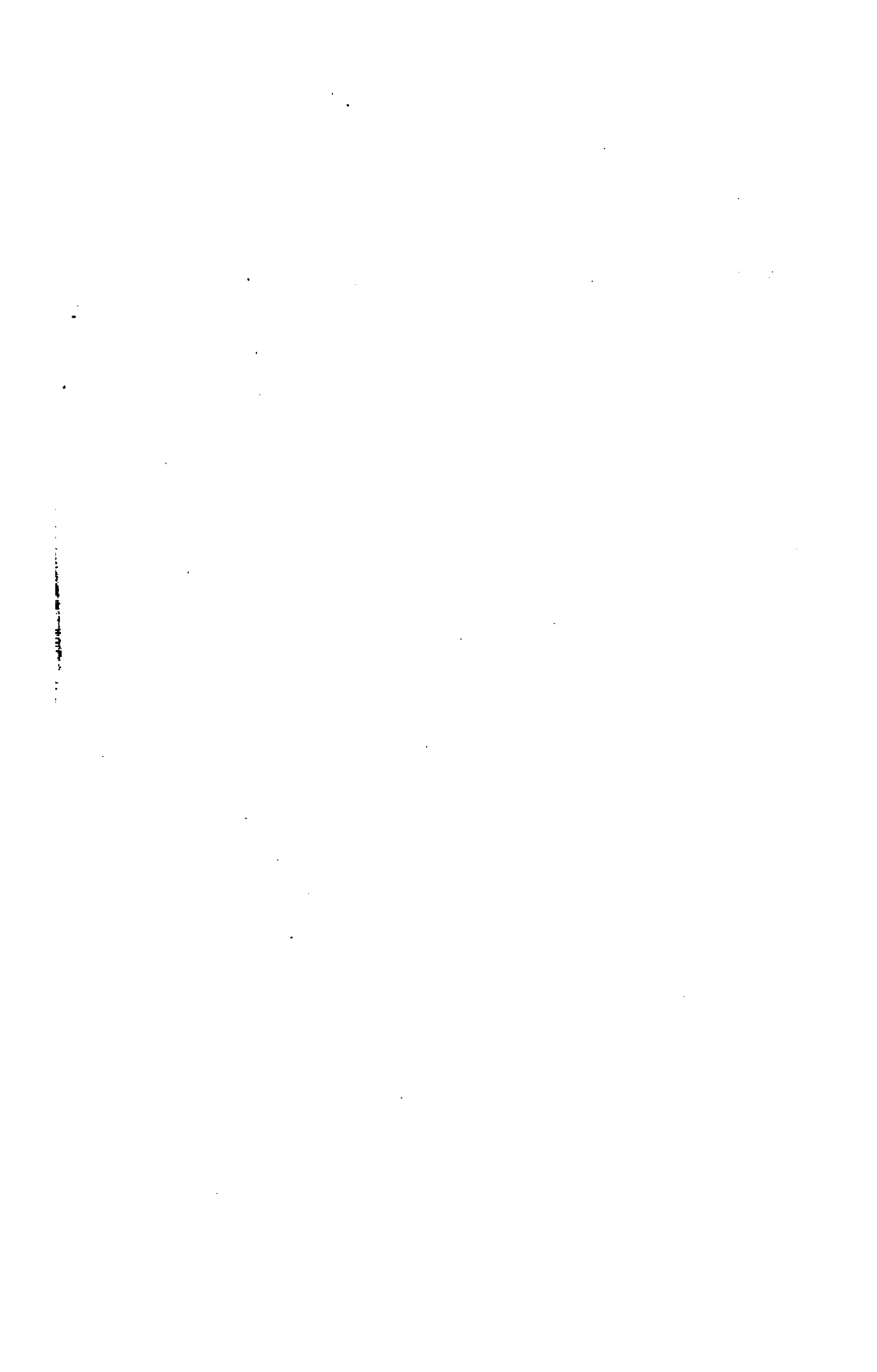
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- Adams, Oscar Fay.** Brief Handbook of English Authors. Ed.4
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- Adams, William Davenport.** Dictionary of English Literature;
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- Chambers, Robert.** Cyclopaedia of English Literature; a history,
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of their writings; 4th ed. rev. by Robert Carruthers. 2v.
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- Hunt, Theodore Whitefield.** Representative English Prose and Prose Writers. Ed.2. 527p. D. N. Y. 1887. Armstrong \$1.20 n. 820.9 H91
- Morley, Henry.** English Writers; an attempt towards a history of English literature . . . Ed.1-2. v.1-11, D. Lond. 1887-95. Cassell \$1.50 a vol. 820.9 M823
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- & **Hutchinson, Ellen Mackay.** Library of American Literature from the Earliest Settlement to the Present Time. 11v. por. Q. N. Y. 1888-90. C. L. Webster subs. \$3 a vol. R810.8 qSt3
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- Tyler, Moses Coit.** History of American Literature . . . v.1-2, O. N. Y. 1878. Putnam \$2.50 a vol. 810.9 T97
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Dowden, Edward. History of French Literature. 444p. D.
N. Y. 1897. Appleton \$1.50. (Literatures of the World)
840.9 D75

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Present . . . tr. by R. B. Anderson, with a bibliography of . . .
books in the English language relating to the Scandinavian
countries, prepared . . . by Thorvald Solberg. 507p. O.
Chic. 1884. Griggs. 839.5 H78

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- Murray, Gilbert.** History of Ancient Greek Literature. 420p.
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- Jevons, Frank Byron.** History of Greek Literature from the
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N. Y. 1886. Scribner \$2.50. 880.9 J53
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870.9 Si4
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Provincial Customs, Ceremonies and Superstitions . . . rev.
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- Hone, William.** Every-day Book and Table Book; or, Ever-
lasting Calendar of Popular Amusements, Sports, Pastimes,
Ceremonies, Manners, Customs and Events incident to each
of the 365 Days, in Past and Present Times; forming a com-
plete history of the year, months and seasons and a perpetual
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- Smith, Sir William.** Classical Dictionary of Greek and Roman
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Seyffert, August Oskar. Dictionary of Classical Antiquities, Mythology, Religion, Literature and Art . . . ed. by Henry Nettleship and J. E. Sandys. 706p. illus. sq. Q. Lond. 1891. Sonnenschein. R913.38 qSe9
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— **Asgard and the Gods; the Tales and Traditions of our Northern Ancestors,** adapted by M. W. MacDowall and ed. by W. S. W. Anson. Ed. 3. 326p. illus. O. Lond. 1884. Sonnenschein. 398.2 W121
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Butler, Alban. Lives of the Fathers, Martyrs and other . . . Saints . . . 12v. in 2, por. Q. Dub. 1838. Coyne. 922.2 q B97

Commonly known as Butler's *Lives of the Saints*. Published by Burns & Oates, 1895, in 12 pocket volumes 1/6 each. Published also by Murphy, Baltimore, 2v. \$7.50, 4v. \$9.

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- Argus Almanac**, 1874-98 . . . 1874-80, '98, D; 1881-93, O. Alb.
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- Tribune Almanac** . . . 1838-date. D. N. Y. 1838-date.
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- Annual Register**; a Review of Public Events at Home and
Abroad for . . . 1758-date. . v.1-date, O. Lond. 1758-
date. Longmans 18/. 905 An72
American price \$6. Variations in title.
- Statesman's Year-book** . . . 1864-date . . . v.1-date, D.
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- Whitaker, Joseph**. Almanack . . . 1869-date; containing an
account of the astronomical and other phenomena . . .
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tion, commerce and general statistics of the British
Empire . . . with some notice of other countries . . .
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314.2 W58
Imported by Scribner \$1.
- N. Y. (State)—Legislature**. Manual . . . 1826-date. illus.
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- Civil List** . . . of the Colony and State of New York . . .
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Binder's title and title-page of early volumes read *New-York Civil List*.
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- U. S.—Interior, Dep't of the**. Official Register of the United
States; containing a list of the officers and employees in
the civil, military and naval service, together with a list
of vessels belonging to the United States, 1816-date . . .
1816-51, D; 1853-75, O; 1877-date, Q. Wash. 1816-date.
351.2 qUn31
Biennial. 1879-date in sets of 2v.: v. 1, Legislative, Executive and Judicial;
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v.1-date, illus. D. Lond. 1828-date. Charles Letts 1/.
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Before 1889 the *British Almanac* and *Companion to the Almanac* were pub-
lished separately; 1889-96 published together under title *British Almanac and
Companion*; 1897-date *British Almanac and Family Cyclopaedia* published by
itself at 1/, or with the *Companion* 2/6.
- Appletons' Annual Cyclopaedia** . . . 1861-date. v.1-date,
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R031 qAm32

For indexes see entry on p. 310.

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World Almanac . . . 1868–date. v.1–date, D. N. Y. 1868–
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Munsell's, Joel, Sons, pub. American Genealogist; being a cata-
logue of family histories, a bibliography of American gene-
alogy or a list of the title pages of books and pamphlets on
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Ed.5. 406p.Q. Alb.1900. Munsell \$5. 929.1 qM921

Ed. 1–3 edited by W: H: Whitmore.

A companion volume is published under title *List of Titles of Genealogical
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qM922

Durrie, Daniel Steele. Index to American Genealogies . . .
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Marshall, George William. Genealogist's Guide . . . 884p.
O. Guildford 1893. 929.1 M352

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31/6.

Bridger, Charles. Index to Printed Pedigrees contained in
County and Local Histories, the Heralds' Visitations and
in the more important Genealogical Collections. 384p. O.
Lond. 1867. J. R. Smith 10/6. 929.1 B761

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tionary of Heraldry. 3v. illus. sq.Q. Lond. n. d.
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Secondhand, 1900, £3.

Savage, James. Genealogical Dictionary of the First Settlers of
New England, showing three generations of those who came
before 1692, on the basis of Farmer's Register . . . 4v. O.
Bost. 1860–62. Little. o. p. 929.1 S9

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Rietstap, Jean Baptiste. Armorial général; précédé d'un dic-
tionnaire des termes du blason. Ed.2 enl. 2v.pl.O.
Gouda 1884–87. van Goor 100fr. 929.8 R44

Now sold by Picard & Fils 100fr.

Burke, Sir John Bernard. Genealogical and Heraldic Dictionary
of the Peerage and Baronetage, together with Memoirs of
the Privy Councillors and Knights. Ed.60. 133+1839p.
illus. Q. Lond. 1898. Harrison. 929.72 qB915

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- Fairbairn, James.** Fairbairn's Book of Crests of the Families of Great Britain and Ireland; a new ed. rev . . . by A. C. Fox-Davies. 2v. pl. Q. Edin. 1892. Jack £3 3/ n. 929.8 qF15
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- Hozier, Louis Pierre d' & Hozier de Sérigny, Antoine Marie d'.** Armorial général; ou, Registres de la noblesse de France. 12v. illus. F⁴. Par. 1865-84. Jacques Collombat. 929.741 fH85
v. 1-2 title reads *Armorial général de la France*.
Now published by Didot, complete in 13v. including index and supplement 420fr.
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- O'Hart, John.** Irish Pedigrees; or, The Origin and Stem of the Irish Nation. Ed. 2. 2v. D. Dub. 1880. Gill. 929.1 Oh1
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- Adams, Charles Kendall.** Manual of Historical Literature . . . brief descriptions of the most important histories in English, French and German . . . with practical suggestions as to methods and courses of historical study . . . Ed. 3 enl. 720p. O. N. Y. 1889, '82-88. Harper \$2.50. Ho16.9 Ad1
- Larned, Josephus Nelson.** Literature of American History; a bibliographical guide, in which the scope, character and comparative worth of books in selected lists are set forth in brief notes by critics of authority . . . ed. for the American Library Association. 596p. O. Bost. 1902. Houghton \$6 n. (American Library Association Annotated Lists) Ho16.97 L32



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of history
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- — — Supplement for 1900 and 1901; ed. by P. P. Wells.
37p.O. Bost. 1902. Houghton \$1. (American Library
Association Annotated Lists) Ho16.97 L321
- Channing, Edward & Hart, Albert Bushnell.** Guide to the
Study of American History. 471p. D. Bost. 1896.
Ginn \$2. Ho16.973 C36
- Winsor, Justin.** Reader's Handbook of the American Revolution,
1761-1783. 328p. D. Bost. 1880. Houghton
\$1.25. Ho16.9733 W73
- Heilprin, Louis.** Historical Reference Book; comprising a
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tionary of universal history, a biographical dictionary, with
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1898, c'84-92. Appleton \$2. R902 H362
Noticed in *Adams*, p.70.
- Plötz, Carl.** Epitome of Ancient, Mediaeval and Modern His-
tory; tr. with . . . additions by W. H. Tillinghast. Ed. 8.
618p. D. Bost. c'1883. Houghton \$3. R902 P72
Noticed in *Adams*, p.34, 72.
- Brewer, Ebenezer Cobham.** Historic Note-book; with an
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pincott \$3.50. R903 B75
- Larned, Josephus Nelson.** History for ready Reference from
the best Historians, Biographers and Specialists; their own
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countries and subjects . . . with . . . historical maps . . . by
A. C. Reiley. 6v. illus. Q. Springfield Mass. 1894-1901.
Nichols. R903 qL32
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Revised and enlarged ed. 6v. 1901, \$30.
- Lalor, John Joseph.** Cyclopaedia of Political Science, Political
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Now published by Maynard, subs. \$5 a vol.
Noticed in *Adams*, p. 667.
- Low, Sidney James Mark & Pulling, Frederick Sanders.** Dic-
tionary of English History. Ed. 2. 1119p. O. Lond.
1885. Cassell. H942 L95
New ed. 1128p. 1896, 7/6; American price \$2.50.
Noticed in *Adams*, p. 562.
- Harper's Encyclopaedia of United States History from 458 A. D.**
to 1902; based upon the plan of B. J. Lossing, with special
contributions . . . by eminent authorities . . . with a preface
on the study of American history by Woodrow Wilson . . .
10v. illus. O. N. Y. 1902. Harper subs. \$31. 973 H23

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Cooper, Thomas V. & Fenton, Hector T. American Politics, Non-partisan; from the beginning to date . . . Ed. 7. 7v. in 1, O. Chic. 1884. C. R. Brodix \$5? 329 C78

Brown, Everit & Strauss, Albert. Dictionary of American Politics . . . 565p. D. N. Y. 1892, '88. Burt \$1 n. 329 B81

Lanman, Charles. Dictionary of the United States Congress and the General Government . . . 6th ed. incl. the 41st Congress. 652p. O. Hartford 1869. Belknap \$4.

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Cullum, George Washington. Biographical Register of the Officers and Graduates of the U. S. Military Academy at West Point N. Y. from its Establishment in 1802 to 1900; with the early history of the United States Military Academy. Ed. 1—ed. 3 enl. v. 1—4, 1 por. O. Bost. 1891—1901.

923.57 C899

v. 1—3 (ed. 3 enl.) 1802—90; v. 4, supplement, 1890—1900, with a list of the graduates from the beginning.

v. 1—3 originally published by Houghton, \$18 n. out of print; v. 4, published by the Association of Graduates, West Point, \$2.50. The association also contemplates reprinting v. 1—3 for \$5 or less.

Hamersly, Thomas H. S. Complete Army and Navy Register of the United States . . . 1776—1887 . . . containing the names of all officers . . . from the . . . Revolutionary War to . . . 1887 . . . with the volunteer general staff during the war with Mexico . . . all appointments by the president . . . in the volunteer service during the Rebellion . . . also a military history of the Department of War . . . v. p. O. N. Y. 1888. Hamersly. 923.57 H174

Haydn, Joseph. Dictionary of Dates and Universal Information relating to all Ages and Nations; 21st ed. containing the history of the world to the autumn of 1895, by Benjamin Vincent . . . 1216p. O. N. Y. 1895. Putnam \$6.

R903 H322

Noticed in *Adams*, p. 69.

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Willsey, Joseph H. & Lewis, Charlton Thomas. Harper's Book of Facts; a classified history of the world, embracing science, literature and art. 954p. illus. Q. N. Y. 1895. Harper subs. \$8. R031 qW68

Haydn, Joseph. Beatson's Political Index Modernized; the book of dignities, containing rolls of the official personages of the British Empire . . . from the earliest periods to the present time . . . the sovereigns of Europe . . . and numerous other lists. 594p. O. Lond. 1851. Longmans 25/. 929.724 H33

Ed. 3 with additional lists by Horace Ockerby, published 1894, W. H. Allen 25/.

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of history
etc.

- Men and Women of the Time**; a dictionary of contemporaries;
15th ed . . . brought down to the present time by V: G.
Plarr. 1300p.O. Lond. 1899. Routledge 15/ n.
C920.01 M52 v.15
American price \$7.50 n.

HISTORY OF THE UNITED STATES

General

- Bancroft, George.** History of the United States . . . from the
Discovery of the Continent. 6v. 1 por. O. N. Y. 1890-
91, c'58-84. Appleton \$15. 973 B221
Noticed in *Adams*, p. 566.
- Bryant, William Cullen, Gay, Sydney Howard & Brooks, Noah.**
Scribner's Popular History of the United States from the
Earliest Discoveries of the Western Hemisphere by the
Northmen to the Present Time. 5v. illus. Q. N. Y.
1876-96. Scribner subs. \$20 n. 973 qB84
Title of v. 1-4 of State Library copy reads *Popular History of the United States*.
- Doyle, John Andrew.** History of the United States; with maps
illustrative of the acquisition of territory and the increase of
population, by F. A. Walker. 404p. maps, S. N. Y.
1876. Holt \$1. (Freeman, E: A: ed. Historical
Course for Schools) 973 D771
Noticed in *Adams*, p. 568.
- Eliot, Samuel.** Manual of United States History from 1492 to
1850. 483p. D. Bost. 1856. Hickling, Swan &
Brown \$1.25. o. p. 973 E14
Noticed in *Adams*, p. 569.
- Hildreth, Richard.** History of the United States . . . 6v. O.
N. Y. 1849-52. Harper \$12. 973 H54
Revised ed. c'1849-80, in traveling libraries.
Noticed in *Adams*, p. 569.
- Patton, Jacob Harris.** History of the United States of America
from the Discovery of the Continent to the Close of the
36th Congress. 812p. por. O. N. Y. 1871, c'59-62.
Appleton \$3. 973 P272
Noticed in *Adams*, p. 572.
- Tucker, George.** History of the United States from their
Colonization to the End of the 26th Congress in 1841.
4v. O. Phil. 1856-57. Lippincott \$10. 973 T79
Noticed in *Adams*, p. 573.

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tory

Winsor, Justin. Narrative and Critical History of America. 8v.
illus. Q. Bost. c1884-89. Houghton \$44 n. H973 qW73

Contents: v. 1 Aboriginal America

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Schouler, James. History of the United States of America under the Constitution, 1783-1865. New. ed. 6v. maps, O. N.Y. c1880-99. Dodd \$13.50. 973

Call no. for State Library copy, 973 Sch6.

Noticed in *Adams*, p. 669.

Greg, Percy. History of the United States from the Foundation of Virginia to the Reconstruction of the Union. 2v. maps, O. Lond. 1887. W. H. Allen 32/. 973 G86

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Eggleston, Edward. Household History of the United States and its People; for young Americans. 396p. illus. O. N. Y. 1890, c'88. Appleton \$2.50. 973 Eg3I

Higginson, Thomas Wentworth. Larger History of the United States of America to the Close of President Jackson's Administration. 470p. illus. O. N. Y. 1886, c'82-85. Harper \$2.50. 973 H53I

Johnston, Alexander. High School History of the United States; being a revision of the "History of the United States for Schools"; rev. and continued by W. M. Daniels . . . and . . . William MacDonald. 612p. illus. O. N. Y. 1901. Holt \$1.25. E973 J643

Earlier edition (973 J641) noticed in *Adams*, p. 669.

Limited periods

Doyle, John Andrew. English Colonies in America . . . v.1-3, maps, O. N. Y. 1887-89. Holt \$10.50. 973.2 D77

Contents: v. 1 Virginia, Maryland and the Carolinas

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Noticed in *Adams*, p. 575, 663.

Grahame, James. History of the United States of North America from the Plantation of the British Colonies till their Assumption of National Independence. Ed.2 enl. 2v. 1 por. O. Phil. 1846. Lea & Blanchard \$4. o. p. 973.2 G762

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Holmes, Abiel. Annals of America from . . . 1492 to . . .
1826. Ed.2. 2v. O. Camb. Mass. 1829. Hilliard
& Brown \$4. o. p. 973 H73

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Neill, Edward Duffield. English Colonization of America during
the 17th Century. 352p. O. Lond. 1871. Strahan 14/.
973.2 N31

Noticed in *Adams*, p. 579.

Parkman, Francis. France and England in North America . . .
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quest of Canada. Ed.6 enl. 2v. maps, O. Bost. 1870.
Little, Popular ed. \$3; Library ed. \$4. 973.27 P23

Ed. 10 enl. 1891, in traveling libraries.

Lodge, Henry Cabot. Short History of the English Colonies in
America. New ed. 560p. map, O. N. Y. 1881.
Harper \$3. 973.2 L82

Noticed in *Adams*, p. 68, 609.

Brown, Alexander, comp. Genesis of the United States; a nar-
rative of the movement in England, 1605-1616, which
resulted in the plantation of North America by English-
men . . . set forth through a series of historical manu-
scripts now first printed, together with a reissue of rare
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1157p.illus.Q. Bost. 1890. Houghton \$15 n. 973.2 qB81

Reviewed in *Atlantic*, Nov. 1890, 66:700.

Greene, George Washington. Historical View of the American
Revolution . . . 459p.D. Bost. 1865. Ticknor (now
Houghton) \$1.50. 973.3 G83

Noticed in *Adams*, p. 576.

Hamilton, John Church. History of the Republic of the United
States of America as traced in the writings of Alexander
Hamilton and of his Contemporaries . . . 7v. illus. O.
Phil. 1857-64. Lippincott \$22.50. 973.4 H18

Jones, Thomas. History of New York during the Revolutionary
War, and of the Leading Events in the Other Colonies at
that Period; ed. by E: F. deLancey, with . . . contemporary
documents. 2v. illus. Q. N. Y. 1879. New York
Historical Society \$15. (New York Historical Society.
John D. Jones Fund Ser. of Histories and Memoirs)

973.3447 qJ73

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Lossing, Benson John. Pictorial Field-book of the Revolution; or, Illustrations by Pen and Pencil of the History, Biography, Scenery, Relics and Traditions of the War for Independence . . . 2v. illus. Q. N. Y. 1851-52. Harper \$7. H973.3 qL89

Noticed in *Adams*, p. 579.

Ramsay, David. History of the American Revolution. 2v. O. Trenton 1811. Wilson \$5. 973.3 R142

— History of the United States from their First Settlement as English Colonies in 1607 to the Year 1808, or the 33d of their Sovereignty and Independence; continued to the treaty of Ghent by S. S. Smith and other literary gentlemen. 3v. O. Phil. 1816-17. Carey. 973 R14

Ed. 2 rev. in his *Universal History Americanised*, 1818-19, v. 10-12, 909 R14 v. 10-12.

Noticed in *Adams*, p. 580.

Lowell, Edward J. The Hessians and the other German Auxiliaries of Great Britain in the Revolutionary War. 328p. maps, D. N. Y. 1884. Harper \$1.50. 973.342 L95

Reviewed in *Atlantic*, June 1884, 53: 855; *Nation*, Ap. 10, 1884, 38: 325; *Dial*, Ap. 1884, 4: 305.

Roosevelt, Theodore. Winning of the West . . . v. 1-4, O. N. Y. 1889-96. Putnam \$2.50 a vol. 977 R67

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Reviewed in *Atlantic*, Nov. 1889, 64: 693.

Ingersoll, Charles Jared. Historical Sketch of the Second War between the United States of America and Great Britain . . . 3v. in 4, O. Phil. 1845-53. 973.52 In4

v. 1-2, Lea & Blanchard \$3, o. p.; v. 3-4, Lippincott \$4, o. p.

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Noticed in *Adams*, p. 577; reviewed in *Westminster Review*, July 1853, 60: 281.

Lossing, Benson John. Pictorial Field-book of the War of 1812; or, Illustrations by Pen and Pencil of the History, Biography, Scenery, Relics and Traditions of the Last War for American Independence . . . 1084p. illus. Q. N. Y. 1869. Harper \$3.50. 973.51 qL89

Jay, William. Review of the Causes and Consequences of the Mexican War. Ed. 2. 333p. D. Bost. 1849. Mussey 75c. o. p. 973.621 J33

Noticed in *Adams*, p. 578.

Political

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- Benton, Thomas Hart.** Thirty Years' View; or, A History of the Working of the American Government for 30 Years, from 1820 to 1850 . . . with Historical Notes . . . 2v. illus. O. N. Y. 1854-56. Appleton \$6. 328.739 B44
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- Stephens, Alexander Hamilton.** Constitutional View of the Late War between the States; its causes, character, conduct and results, presented in a series of colloquies at Liberty Hall . . . 2v. illus. O. Phil. c1868-70. National Pub. Co. \$5.50 n. 973.71 St4

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- Brownson, Orestes Augustus.** The American Republic; its Constitution, Tendencies and Destiny. 439p. O. N. Y. 1866. O'Shea. 342.733 B82

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- v. 1 is a revised edition of his *History of the Origin, Formation and Adoption of the Constitution*, published in 1854; v. 2 is ed. by J. C. Clayton.

- Bancroft, George.** History of the Formation of the Constitution of the United States of America. Ed.2. 2v. O. N. Y. 1882. Appleton \$5. 342.739 B22

Also in 1v. \$2.50.

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v. 8 Index and List of Authorities; comp. by I. H. Brainerd

New ed. 8v. 1899, \$12 n.

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tory; consti-
tutional

Tocqueville, Alexis Charles Henri Clérel de. Democracy in America; tr. by Henry Reeve, as rev. and annotated from the author's last ed. by Francis Bowen; with an introd. by D. C. Gilman. 2v. por. O. N. Y. 1898, '62-98. Century \$5. 342.733 T563

Bryce, James. American Commonwealth . . . Ed.3 enl. 2v. O. N. Y. 1893-95. Macmillan, v.1, \$1.75 n; v.2, \$2.25 n. 342.733 B841

ch. 52, "An American View of Municipal Government in the United States, by Seth Low." Abridged ed. \$1.75 n.

Johnston, Alexander. The United States; its History and Constitution. 286p.D. N.Y.1889. Scribner \$1. 973 J64

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Burton, John Hill. History of Scotland from Agricola's Invasion to the Extinction of the Last Jacobite Insurrection. Ed.2. 8v. D. Edin. 1873-74. W. Blackwood. 941 B95

New ed. 1897, 8v. 3/6 a volume.
Noticed in *Adams*, p. 466.

— — Index . . . Ed.2. 100p.D. Edin. 1873.
W. Blackwood 3/. 941 B95 v.9

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134+1906p. illus. Q. N. Y. 1893-95. Harper subs. \$20. -
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Edition in 3v. Macmillan 40/ n.

Guizot, François Pierre Guillaume. History of England from 
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Now sold by Caldwell \$4. Published by Low, 3v. 10/6 each.

Noticed in *Adams*, p. 468.

English
history

Hume, David. History of England from the Invasion of Julius Caesar to the Abdication of James the Second, 1688; a new ed. with the author's last corrections and . . . a short account of his life written by himself. 6v. 1 por. O. N. Y. 1851. Harper \$12. 942 H885

1879 ed. in traveling libraries.

Noticed in *Adams*, p. 469.

Knight, Charles. Popular History of England; an illustrated history of society and government from the earliest period to our own times . . . 8v. illus. O. Lond. 1856-62. Bradbury. 942 K742

Ed. of 9v. illus. Q, Lond. 1893, Warne \$20, in traveling libraries. v. 9 by Philip Smith continues the history to 1887.

Noticed in *Adams*, p. 470, 529.

Craik, George Lillie & MacFarlane, Charles, comp. . . . Pictorial History of England; being a history of the people as well as a history of the kingdom . . . 8v. illus. Q. Lond. 1849. Charles Knight. o. p. 942 qC84

Noticed in *Adams*, p. 471.

Lingard, John. History of England from the First Invasion by the Romans to the Accession of William and Mary in 1688 . . . 10v. por. O. Lond. 1883. Nimmo 105/. (Copyright ed.) 942 L645

People's ed. sold by Duffy 30/.

Strickland, Agnes. Lives of the Queens of England from the Norman Conquest; with anecdotes of their courts . . . New ed. enl. 12v. in 6, O. Phil. 1847-48. Lea & Blanchard. 923.142 St8

Ed. in 6v. D, Lond. 1888-93, Bell 5/ a volume, sold by Macmillan \$1.50 n. a volume; in traveling libraries.

Noticed in *Adams*, p. 473.

Limited periods

Green, John Richard. Making of England. 434p. maps, O. N. Y. n. d. Harper \$2.50. 942.01 G82

Noticed in *Adams*, p. 475, 535.

Turner, Sharon. History of the Anglo-Saxons from the Earliest Period to the Norman Conquest. Ed. 5. 3v. map, O. Lond. 1828. Longmans 36/. o. p. 942.01 T85

Noticed in *Adams*, p. 475, 535.

Palgrave, Sir Francis. Rise and Progress of the English Commonwealth; Anglo-Saxon Period . . . 2v. sq. Q. Lond. 1832. Murray. o. p. worth 90/. 342.429 qP17

Pt 2 consists of proofs and illustrations.

Noticed in *Adams*, p. 476, 534.

— History of Normandy and of England . . . 4v. O. Lond. 1851-64. Macmillan £4 4/. 944.2 P17

New ed. of v. 1, 1878.

Noticed in *Adams*, p. 476.

English
history

Freeman, Edward Augustus. History of the Norman Conquest of England; its causes and its results . . . Ed.1-2. 6v. maps, O. Ox. 1869-79. Clarendon Press, v.1-2, o. p.; v.3-5, \$5.25 each; v.6, index, \$2.75. 942.02 F87

Noticed in *Adams*, p. 477, 535.

Pearson, Charles Henry. History of England during the Early and Middle Ages. 2v. O. Lond. 1867. Bell 30/. 942 P31

Longman, William. History of the Life and Times of Edward the Third. 2v. illus. O. Lond. 1869. Longmans 28/. 942.037 L86

Noticed in *Adams*, p. 479.

Gairdner, James. Houses of Lancaster and York, with the Conquest and Loss of France. 262p. maps, S. N. Y. 1891. Longmans \$1. (Epochs of Modern Hist.) 942.04 G12

Noticed in *Adams*, p. 480.

Froude, James Anthony. History of England from the Fall of Wolsey to the Death of Elizabeth . . . 12v. 1 por. O. Lond. 1856-70. v.1-6, Parker; v.7-12, Longmans. 942.05 F93

Ed. in 12v. D. N. Y. 1895, Scribner \$18; in traveling libraries.

Noticed in *Adams*, p. 481.

Burnet, Gilbert. History of the Reformation of the Church of England. Ed.1-2. 3v. F. Lond. 1681-1715. 274.2 qB93

New ed. 7v. 8°, 1865, Clarendon Press £1 10/ or \$7.50 n.

Noticed in *Adams*, p. 482.

Cobbett, William. History of the Reformation in England and Ireland, in a Series of Letters. 338p. D. Phil. 1825? Fithian. 274.2 C63

New ed. revised, with notes by F. A. Gasquet, 426p. O, Lond. 1896, Art and Book Co. 2/ n; sold by Benziger 75c n.

Noticed in *Adams*, p. 483.

Guizot, François Pierre Guillaume. History of the English Revolution of 1640, from the Accession of Charles I to his Death; tr. by William Hazlitt. 488p. 1 por. D. Lond. 1856. Bohn. (Bohn's Standard Lib.) 942.062 G943

Now published by Bell 3/6; sold by Macmillan \$1 n.

Noticed in *Adams*, p. 487, 548.

Cromwell, Oliver. Letters and Speeches; with elucidations by Thomas Carlyle. 3v. illus. O. Lond. 1885-86. (in Carlyle, Thomas. Works. 1885-88. v.6-8) 824.82 J v.6-8

Centenary ed. 4v. O, Lond. 1893-97, Chapman 3/6 a volume. Imported by Scribner \$1.25 a volume.

Ranke, Franz Leopold von. History of England, principally in the 17th Century. 6v. O. Ox. 1875. Clarendon Press £3 3/. 942.06 R16

Revised index, paper 1/.

American price \$16 n, index 25c n.

Noticed in *Adams*, p. 491, 547.

English
history

Burnet, Gilbert. History of his own Time, from the Restoration of King Charles II to the Conclusion of the Treaty of Peace at Utrecht . . . 4v. O. Lond. 1818. Munn.

942.06 B93

New ed. 2v. 8°, 1897-1900, Clarendon Press 12/6 or \$3.25 n. a volume.

Noticed in *Adams*, p. 493.

Pepys, Samuel. Diary; completely transcribed by the late Mynors Bright from the shorthand manuscript in the Pepysian library, Magdalene College, Cambridge; with Lord Braybrooke's notes; ed. with additions by H. B. Wheatley. 9v. illus. D. Lond. 1893-99. Bell 10/6 a vol. (Bohn's Hist. Lib.)

923.242 P395

Sold by Macmillan \$1.50 n. a volume.

Noticed in *Adams*, p. 494, 552.

Evelyn, John. Diary and Correspondence; to which is subjoined the private correspondence between King Charles I and Sir Edward Nicholas, and between Sir Edward Hyde, afterwards earl of Clarendon, and Sir Richard Browne; ed. from the original mss at Wotton by William Bray. New ed. enl. 4v. illus. D. Lond. 1854. Hurst & Blackett.

028.28 Ev2

Now published by Bell in Bohn's Historical Library 5/ a volume; sold by Macmillan \$1.50 n. a volume.

Noticed in *Adams*, p. 495, 552.

Macaulay, Thomas Babington Macaulay, 1st baron. History of England from the Accession of James II. 5v. O. Lond. 1849-61. Longmans.

942.068 M11

Published by Longmans, 2v. \$2; Cabinet ed. 8v. \$14; Library ed. 5v. \$25; Houghton, Popular ed. 4v. \$5; Cambridge ed. 5v. \$10.

Noticed in *Adams*, p. 495.

Froude, James Anthony. English in Ireland in the 18th Century. 3v. O. Lond. 1872-74. Longmans.

941.57 F93

Ed. in 3v. D, N. Y. 1888, Scribner \$4.50; in traveling libraries.

Noticed in *Adams*, p. 496.

Lecky, William Edward Hartpole. History of England in the 18th Century. 8v. O. Lond. 1878-90. Longmans.

942.07 L49

Ed. in 8v. O, N. Y. 1891, Appleton \$20; in traveling libraries.

A new Cabinet ed. in 12v. \$1 each, published by Appleton, is considerably altered and rearranged in two parts: England, 7v. Ireland, 5v.

Noticed in *Adams*, p. 497.

Burton, John Hill. History of the Reign of Queen Anne. 3v. O. Edin. 1880. W. Blackwood 36/.

942.069 B95

Noticed in *Adams*, p. 498.

Stanhope, Philip Henry Stanhope, 5th earl of. History of England, comprising the Reign of Queen Anne until the Peace of Utrecht, 1701-1713. Ed. 2. 584p. O. Lond. 1870. Murray.

942.069 St2

Ed. 5, 2v. D, Lond. 1889, Murray 10/; in traveling libraries.

Noticed in *Adams*, p. 497.

English
history

- History of England from the Peace of Utrecht to the Peace of Versailles, 1713–1783. 7v. illus. O. Lond. 1836–54. Murray £1 15/. 942.07 St2

Noticed in *Adams*, p. 499.

- Martineau, Harriet.** History of England, A. D. 1800–1815; being an introd. to the History of the Peace. 548p. D. Lond. 1878. Bell 3/6. (Bohn's Standard Lib.) 942.073 M36
Sold by Macmillan \$1 n.

- History of the 30 Years' Peace, A. D. 1816–1846 . . . 4v. D. Lond. 1877–78. Bell 3/6 a vol. (Bohn's Standard Lib.) 942.07 M361

Sold by Macmillan \$4 n.

- Walpole, Sir Spencer.** History of England from the Conclusion of the Great War in 1815. 2v. O. Lond. 1878. Longmans. 942.07 W16

Cabinet ed. 6v. \$2 each. New ed. in 3v. D, Lond. 1890; in traveling libraries.

Noticed in *Adams*, p. 502.

- McCarthy, Justin.** History of our own Times . . . 3v. por. O. N. Y. 1898. Harper, v.1–2, \$2.50; v.3, \$1.25. 942.08
Contents: v. 1–2 From the accession of Queen Victoria to the general election of 1880.

v. 3 From 1880 to the diamond jubilee

Noticed in *Adams*, p. 503, 560.

- Kinglake, Alexander William.** Invasion of the Crimea; its origin and . . . progress . . . to the death of Lord Raglan. 6v. illus. D. N. Y. 1863–88. Harper \$12. 947.07 K59

Noticed in *Adams*, p. 505.

Constitutional

- Bisset, Andrew.** Short History of the English Parliament. 2v. in 1, D. Lond. 1882–83. Williams & Norgate. 342.429 B54
Originally published separately: v. 1, 4/; v. 2, 3/6.
Noticed in *Adams*, p. 488.

- Boutmy, Émile Gaston.** English Constitution; tr. by I. M. Eaden, with introd. by Sir Frederick Pollock, bart. 212p. D. Lond. 1891. Macmillan \$1.75. 342.429 B66

- Stubbs, William.** Constitutional History of England in its Origin and Development. 3v. D. Ox. 1874–78. Clarendon Press. 342.429 St9

Now published in 3v. O, \$2.60 n. a volume; also in Library ed. 3v. O for \$12 n.

Noticed in *Adams*, p. 509.

- Gneist, Rudolph.** Student's History of the English Parliament in its Transformations through a Thousand Years . . . growth and development of the English Constitution from 800 to 1887; new English ed. . . by A. H. Keane. 462p. O. Lond. 1887. Grevel 9/. 328.429 G53

Sold by Putnam \$3.

Noticed in *Adams*, p. 562.]

English
history; con-
stitutional —

- Freeman, Edward Augustus.** Growth of the English Constitution from the Earliest Times . . . 234p. D. Lond. 1887. Macmillan 5/. 342.429 F87
American price \$1.75.
Noticed in *Adams*, p. 513.
- Hallam, Henry.** Constitutional History of England from the Accession of Henry VII to the Death of George II. New ed. 3v. D. Lond. 1872. Murray 12/. 342.429 H15
Noticed in *Adams*, p. 513, 545.
- May, Sir Thomas Erskine.** Constitutional History of England since the Accession of George the Third, 1760–1860; with a new supplementary chapter, 1861–1871. 2v. D. N. Y. 1889. Armstrong \$2.50. 342.429 M45
Noticed in *Adams*, p. 514, 559.
- Bagehot, Walter.** English Constitution. New ed. 351p. O. Bost. 1873. Little. 342.423 B14
New ed. 468p. O, N. Y. 1892, Appleton \$2; in traveling libraries.
Noticed in *Adams*, p. 521, 529, 558.
- Escott, Thomas Hay Sweet.** England; her People, Polity and Pursuits. 625p. O. N. Y. 1880. Holt \$4. 914.2 Esi
New ed. rev. 615p. O, Lond. 1890, Chapman 3/6.
Noticed in *Adams*, p. 527.
- Taylor, Hannis.** Origin and Growth of the English Constitution; an historical treatise . . . 2v. O. Bost. 1889–98. Houghton \$4.50 a vol. 342.429 T21
Contents: v. 1 The Making of the Constitution
v. 2 The After-growth of the Constitution
Reviewed in *Christian Union*, June 26, 1890, 41. 912.

PERIODICALS

Library, bibliographic and critical

- Library Journal;** official organ of the American Library Association . . . Sep. 1876–date. v.1–date, illus. v.1–5, sq. Q; v.6–date, sq. O. N. Y. 1877–date. Pub. Wkly \$5. 020.5 L615
Monthly. Index to v. 1–22, 1876–97, published separately 1898.
- Public Libraries;** a monthly review of library matters and methods, 1896–date. v.1–date, Q. Chic. 1896–date. Library Bureau \$1. 020.5 P96
- Publishers' Weekly;** American book-trade journal . . . 1872–date. v.1–date, O. N. Y. 1872–date. Pub. Wkly \$3. 015.73 P96
- Bookseller;** a newspaper of British and foreign literature . . . v.1–date, O. Lond. 1858–date. J. Whitaker 5/. 015.42
Monthly. State Library set incomplete.
- Literary News;** a monthly journal of current literature . . . 1880–date. New ser. v.1–date, illus. Q. N. Y. 1880–date. Pub. Wkly \$1. 051 qL712
State Library set incomplete.

- Periodicals** **Lamp**; new series of the Book Buyer; a review and record of current literature. v.1-date, illus. O. N. Y. 1867-date. Scribner \$1.50. 015.73 B64
Monthly, v.10 quarterly. Not published between 1877 and 1884?
Ser. 1, 10v. 1868-77; new ser. v. 1-date, c1884-date.
v. 1-35, Oct. 1867-Jan. 1903, published under title *Book Buyer. Symposium* was merged in this Jan. 1897.
No. 2 of v. 7 of State Library set wanting.
- Book News**; a monthly survey of general literature . . . 1882-date. v.1-date, illus. v.1?-19, Q; v.20-date, O. Phil. 1883-date. Wanamaker 50c. 051 B641
v. 1-5 of State Library set wanting.
- Bookman**; an illustrated magazine of literature and life . . . 1895-date. v.1-date, illus. Q. N.Y. c1895-date. Dodd \$2. 051 qB641
Monthly.
- Critic**; an illustrated monthly review of literature, art and life . . . 1881-date. v.1-date, illus. v.1-32, Q; v.33-date, O. N. Y. 1881-date. Putnam \$2. 051 C86
v. 1-2, fortnightly; v. 3-32, weekly.
Ser. 1, 3v. 1881-83; ser. 2, v. 1-date, 1884-date.
In Jan. 1884, the *Critic* and *Good Literature* were combined.
- Dial**; a semi-monthly journal of literary criticism, discussion and information . . . 1880-date. v.1-date, Q. Chic. 1881-date. Dial Co. \$2. 051 qD54
v. 1-12, monthly.
- Literary World**; a monthly review of current literature, 1870-date. v.1-date, sq.F. Bost. 1870-date. L. C. Page & Co. \$1. 051 qL711
v. 10-v. 31, no. 5, fortnightly.
- Nation**; a weekly journal devoted to politics, literature, science and art, 1865-date. v.1-date, sq.F. N. Y. 1865-date. Nation \$3. 071 qN21
- Athenaeum**; journal of literature, science, the fine arts, music and the drama, Jan. 1828-date. v.1-date, v.1-90, Q; v.91-date, sq.F. Lond. 1828-date. Athenaeum 15/3. 052 qAt4
Weekly.
- Academy and Literature** . . . 1869-date. v.1-date, v.1-3, sq.Q; v.4-date, sq.F. Lond. 1870-date. Academy 13/. 052 qAc1
Weekly. *Literature* was incorporated with the *Academy* Jan. 18, 1902.
v. 4 and 26 of State Library set wanting.
- Spectator**; a weekly review of politics, literature, theology and art, July 1828-date. v.1-date, F. Lond. 1828-date. Spectator £1 8/6. 072 qSp3
Feb. 3 and Dec. 8, 1866 of State Library set wanting.

Periodicals **Saturday Review** of Politics, Literature, Science and Art. v.1-date, F. Lond. 1856-date. Saturday Rev. £1 8/2.

072 qSa8

Weekly.

Economic

Political Science Quarterly; a review devoted to the historical, statistical and comparative study of politics, economics and public law; ed. by the faculty of political science of Columbia University. v.1-date, O. Bost. 1886-date. Ginn \$3. 305 P75

In 1889 the *Princeton Review* was merged in the *Political Science Quarterly*.
Index to v. 1-15, 1886-1900, published separately 1901.

Quarterly Journal of Economics; published for Harvard University. v.1-date, O. Bost. 1887-date. Ellis \$3.

330.5 Q2

Index to v. 1-10, 1886-96, published separately.

Journal of Political Economy, Dec. 1892-date. v.1-date, O. Chic. 1893-date. University Press \$3. 330.5 J821

Quarterly. v. 3, except no. 4, of State Library set wanting.

Economic Journal; the journal of the Royal Economic Society. v.1-date, Q. Lond. 1891-date. Macmillan £1. 330.5 qEc7

Quarterly.

Index to v. 1-10, 1891-1900, published separately 1901.

Economic Review; published quarterly for the Oxford University branch of the Christian Social Union. v.1-date, O. Lond. 1891-date. Rivington 10/. 330.5 Ec71

Yale Review; a quarterly journal for the scientific discussion of economic, political and social questions, May 1892-date. v.1-date, O. New Haven 1893-date. Tuttle, Morehouse \$3. 305 Y1

v. 1 published in New York.

Succeeds the *New Englander and Yale Review*.

American Academy of Political and Social Science. Annals . . . with supplements . . . 1890-date. v.1-date, O. Phil. 1890-date. American Academy of Political and Social Science \$6. 306 Am31

v. 1, quarterly; v. 2-date, bimonthly.

Economist; weekly commercial times, bankers' gazette and railway monitor . . . Sep. 2, 1843-date. v.1-date, F. Lond. 1844-date. Economist 40/. 330.5 qEc72

Statist; a journal of practical finance and trade, 1878-date. v.1-date, F. Lond. 1878-date. Statist £1 8/2. 332 qSt2

⌚ Weekly. State Library has v. 31-date.

- Periodicals** **Catholic World**; a monthly magazine of general literature and science, Ap. 1865–date. v.1–date, O. N. Y. 1865–date. Catholic World \$3. 205 C28
- Dublin Review** . . . 1836–date. v.1–date, O. Lond. 1836–date. Burns & Oates 21/. 052 D85
- Quarterly.
Ser. 1, 52v. 1836–63; ser. 2, 31v. 1863–78; ser. 3, 26v. 1879–91; ser. 4, v. 1–date, 1892–date.
- Church Quarterly Review**, Oct. 1875–date. v.1–date, O. Lond. 1876–date. Spottiswoode £1. 205 C471
- Bibliotheca sacra**; a religious and sociological quarterly . . . v.1–date, O. Oberlin 1844–date. Bibliotheca Sacra Co. \$3. 205 B473
- Formerly published in Andover. v. 35, except January, of State Library set wanting.
In 1851 the *Biblical Repository* was united with the *Bibliotheca Sacra*; in 1864 the *Christian Review* and in 1871 the *Theological Eclectic* were merged in it.
Index to v. 1–30, 1844–73, published separately 1874.
- Outlook**; a weekly newspaper, 1869–date. v.1–date, illus. F⁵, F⁴, F & O. N.Y. 1869–date. Outlook Co. \$3. 205 C4622
- v. 1–47, 1869–1893, title reads *Christian Union*.
State Library has new series, v. 2, no. 19–v. 8 and v. 41–date.
- Princeton Theological Review** . . . 1890–date. v.1–date, Q. Phil. 1890–date. MacCalla \$3. 205 qP92
- Quarterly. v. 1–2, published in New York.
v. 1–13 title reads *Presbyterian and Reformed Review*.
- Christian Intelligencer**, Aug. 7, 1830–date. v.1–date, F⁴–F⁸. N. Y. 1830–date. Christian Intelligencer \$2.65. 205 fC461
- Weekly. State Library set incomplete.
- London Quarterly Review** . . . 1853–date. v.1–date, O. Lond. 1853–date. C. H. Kelly 10/. 052 L84
- v. 10–18 title reads *London Review*.
Ser. 1, 60v. 1853–83; ser. 2, 30v. 1884–98; ser. 3, v. 1–date, 1899–date.
- Lutheran Quarterly** . . . v.1–date, O. Gettysburg 1849–date. Barbehenn & Little \$2.50. 205 Ev111
- Title of v. 1–13, *Evangelical Review*; v. 14–21, *Evangelical Quarterly Review*; v. 22–28, *Quarterly Review of the Evangelical Lutheran Church*.
Ser. 1, 21v. 1849–70; ser. 2, v. 1–date, 1871–date.
State Library set incomplete.

Fine and useful arts

- Art Journal**. v.1–date, illus. sq. Q & F. Lond. 1839–date. Virtue 21/. 705 qAr7
- f Monthly. Includes the *Art Annual*. v. 1–10 have title *Art-union*.
- Magazine of Art**. v.1–date, illus. v.1–3, Q; v.4–date, F. Lond. 1878–date. Cassell 16/. 705 qM27
- Monthly.

- Periodicals** **International Studio**; an illustrated magazine of fine and applied art. v.1-date, illus. Q. N. Y. 1897-date. Lane \$3.50.
705 qIn8
Monthly.
- Art Interchange** . . . 1878-date. v.1-date, illus. v.1-18, sq.F; v.19-date, F⁴. N. Y. 1878-date. Art Interchange Co. \$4.
740 fAr7
Now monthly; early volumes, fortnightly.
State Library set lacks v. 1-3.
- Art Amateur**; a monthly journal devoted to the cultivation of art in the household, June 1879-date. v.1-date, illus. F⁶ & F. N. Y. 1879-date. J. W. Van Oost \$4. 705 fAr71
v. 7-40 of State Library set wanting.
- American Architect and Building News**, 1876-date. v.1-date, illus. F. Bost. 1876-date. American Architect Co. \$6; International ed. \$16. 720.5 qAm3
Weekly. v. 26 of State Library set wanting.
- Architectural Record**, July 1891-date. v.1-date, illus. O. N. Y. 1891-date. Architectural Record Co. \$3. 720.5 Ar21
v. 1-11, quarterly; v. 12-date, monthly.
- Inland Architect and News Record**, 1883-date. v.1-date, illus. F. Chic. 1883-date. Inland Pub. Co. \$5; Photogravure ed. \$10. 720.5 qIn5
Monthly. State Library has v. 31-date.
- The House Beautiful** . . . 1896-date. v.1-date, illus. O. Chic. 1897-date. Stone \$2. 740 H81
Monthly. State Library set incomplete.
- Scientific American**; building monthly, Nov. 1885-date. v.1-date, illus. F⁴. N. Y. 1885-date. Munn \$2.50. 720.5 fSci2
- Scientific American**; an illustrated journal of art, science and mechanics. v.1-date, illus. F⁶, F & F⁵. N. Y. 1845-date. Munn \$3. 605 fK5
Weekly. State Library set incomplete.
- **Supplement**, 1876-date. v.1-date, illus. F⁵. N. Y. 1876-date. Munn \$5. 605 fN6
Weekly.
Scientific American and Supplement \$7.
- Engineering Magazine** . . . Ap. 1891-date. v.1-date, illus. O. N. Y. 1891-date. Engineering Mag. \$3. 620.5 P1
Monthly. Issued simultaneously in New York and London.
- Cassier's Magazine**; engineering illustrated, Nov. 1891-date. v.1-date, illus. Q. N. Y. 1892-date. Cassier Mag. Co. \$3. 620.5 qP1
Monthly. v. 1-2 of State Library set wanting.

- Periodicals** **Engineering and Mining Journal** . . . v.1-date, illus. F. N.Y.
1866-date. *Engineering and Mining Jour.* \$5. 620.5 qM6
Weekly. State Library set incomplete.
Supplement, *Mineral Industry*, annual, 622.09 qP3.

Scientific

- Popular Science Monthly** . . . 1872-date. v.1-date, illus. O.
N. Y. 1872-date. Science Press \$3. 505 N2
v. 49-56 title reads *Appletons' Popular Science Monthly*.
Index for v. 1-20, 1872-82, published separately, 1883; for v. 1-40, 1872-92,
in 1893.

- Science**; a weekly journal devoted to the advancement of science,
publishing the official notices and proceedings of the American
Association for the Advancement of Science . . . 1883-
date. v.1-date, illus. v.1-9, O; v.10-23, F; v.24-date, Q.
N. Y. 1883-date. Macmillan \$5. 505 qO3
v. 1-5 published in Cambridge Mass.
Ser. 1, 23v. 1883-94; ser. 2, v. 1-date, 1895-date.

- Nature**; a weekly illustrated journal of science . . . 1869-date
. . . v.1-date, illus. Q. Lond. 1870-date. Macmillan
£1 8/. 505 qNo

- Knowledge**; an illustrated magazine of science, literature and
art . . . v.1-date, illus. Q. Lond. 1882-date. Knowl-
edge 7/6. 505 qO2
v. 1-8, weekly; v. 9-date, monthly.
Ser. 1, 8v. 1882-85; ser. 2, v. 1-date, 1886-date.

- American Journal of Science** . . . v.1-date, illus. nar. O. New
Haven 1819-date. *Amer. Jour. of Science* \$6. 505 Hg

Ser. 1, quarterly, 50v. 1819-45; ser. 2, bimonthly, 50v. 1846-70; ser. 3
monthly, 50v. 1871-95; ser. 4, monthly, v. 1-date, 1896-date.

v. 50 is index to v. 1-49. Ser. 3 has in v. 30 of that series, p. 497-552, issued as
a separate number, index to v. 21-30; in v. 40, p. 505-48, separate number,
index to v. 31-40; in v. 50, p. 515-60, separate number, index to v. 41-50; ser. 4
has in v. 10, p. 479-524, separate number, index to v. 1-10.

- Journal of the Franklin Institute**; devoted to science and the
mechanic arts . . . v.1-date, illus. O. Phil. 1826-date.
Franklin Institute \$5. 605 I6

Monthly. Continuation of *American Mechanics' Magazine*, 605 I5.
Index for v. 1-120, 1826-85, published separately, 1890; for v. 121-40, 1886-
95, in 1896.

- London, Edinburgh and Dublin Philosophical Magazine and
Journal of Science** . . . v.1-date, illus. O. Lond. 1798-
date. Taylor & Francis 30/. 505 F98

Monthly.
v. 1-42 have title *Philosophical Magazine*; united in 1814 with *Journal of
Natural Philosophy* and continued under title *Philosophical Magazine and Jour-
nal*; united in 1827 with *Annals of Philosophy*; or, *Magazine of Chemistry* and
continued under title *Philosophical Magazine*; or, *Annals of Chemistry*; united in
1832 with *Edinburgh Journal of Science* and continued under title *London and*

Periodicals *Edinburgh Philosophical Magazine and Journal of Science*; 1840–date under present title.

Index for v. 69–79, 1827–32, published separately, 1835; for v. 80–91, 1832–38, in 1839.

Ser. 1, 68v. 1798–1826; ser. 2, 11v. 1827–32; ser. 3, 37v. 1832–50; ser. 4, 50v. 1851–75; ser. 5, 50v. 1876–1900; ser. 6, v. 1–date, 1901–date.
v. 69–79 of State Library set wanting.

American Naturalist . . . v.1–date, illus. O. Bost. 1868–
date. Ginn \$4 n. 505 M8

Monthly. v. 1–9, published in Salem Mass., v. 12–31 in Philadelphia.

Annals and Magazine of Natural History; including zoology,
botany and geology . . . v.1–date, illus. O. Lond.
1838–date. Taylor & Francis 30/. 590.5 J8

Monthly. v. 1–5, published under title *Annals of Natural History*, were a continuation of the *Magazine of Zoology and Botany* and Sir W. J. Hooker's *Botanical Companion*. The *Annals* was combined Sep. 1840, under the present title, with Loudon and Charlesworth's *Magazine of Natural History*.

Ser. 1, 20v. 1838–47; ser. 2, 20v. 1848–57; ser. 3, 20v. 1858–67; ser. 4, 20v. 1868–77; ser. 5, 20v. 1878–87; ser. 6, 20v. 1888–97; ser. 7, v. 1–date, 1898–date.

American Geologist; a monthly journal of geology and allied
sciences . . . 1888–date. v.1–date, illus. O. Minneapolis
1888–date. Geological Pub. Co. \$3.50. 550.5 O8

Geological Magazine; or, Monthly Journal of Geology, with
which is incorporated the *Geologist* . . . July 1864–date.
v.1–date, illus. O. Lond. 1864–date. Dulau 18/ n.

550.5 M4

Ser. 1, 10v. 1864–73; ser. 2, 10v. 1874–83; ser. 3, 10v. 1884–93; ser. 4, v. 1–date, 1894–date.

Quarterly Journal of Microscopical Science . . . v.1–date,
illus. O. Lond. 1852–date. Churchill £2. 578 L3

Issued irregularly. v. 1–5 and 9 of State Library set wanting.

Index for 1853–88 published separately 1889.

Ser. 1, 8v. 1852–60; ser. 2, v. 1–date, 1861–date.

American Journal of Mathematics . . . v.1–date, illus. sq.F.
Balt. 1878–date. Johns Hopkins Univ. \$5. 510.5 qN8

Quarterly. Index for v. 1–10, 1878–88, published separately, 1889; for v. 11–20, 1888–98, in 1899.

Literary

ENGLISH

Chambers's Journal . . . [1832]–date. v.1–date, v.1–12, F;
v.13–date, Q. Lond. and Edin. 1833–date. Chambers
9/6. 052 qC35

Now monthly; formerly weekly. v. 1–32 title reads *Chambers's Edinburgh Journal*.

Ser. 1, 12v. 1833–44; ser. 2, 20v. 1844–54; ser. 3, 20v. 1854–64; ser. 4, 20v. 1864–83; ser. 5, 14v. 1884–97; ser. 6, v. 1–date, 1898–date.

Cornhill Magazine . . . 1860–date. v.1–date, illus. O. Lond.
1860–date. Smith, Elder 14/. 052 C81

Monthly.

Ser. 1, 47v. 1860–83; ser. 2, 26v. 1883–96; ser. 3, v. 1–date, 1896–date.

- Periodicals** **English Illustrated Magazine**, 1883–date. v.1–date, illus. Q. Lond. 1884–date. Hutchinson 10/. 052 qEn3
Monthly.
- Gentleman's Magazine**, 1731–date. v.1–date, illus. O. Lond. 1731–date. Chatto 14/. 052 G28
Monthly. Index for 1731–1818, 5v. published 1818–21, v. 5 having title *Complete List of the Plates and Wood-cuts . . . and an . . . Index thereto*. In 1886–91 an *Index to the Biographical and Obituary Notices . . . 1731–1780*, compiled by R. H: Farrar, was published by the Index Society and British Record Society.
- Temple Bar** . . . 1861–date. v.1–date, O. Lond. 1861–date. Macmillan 12/. 052 T24
Monthly. v. 100 is index to v. 1–99.
Bentley's Miscellany incorporated with *Temple Bar*.
- Blackwood's Edinburgh Magazine**, Ap. 1817–date. v.1–date, O. Edin. 1817–date. W. Blackwood £1 10/. 052 B56
Monthly. In 1826 the *Edinburgh Magazine* was merged in *Blackwood's Edinburgh Magazine*. Index to v. 1–50, 1817–41, published separately 1855.
- Contemporary Review**, Jan. 1866–date. v.1–date, O. Lond. 1866–date. Marshall £1 10/. 052 qC76
Monthly. Published also by Leonard Scott, New York.
- Edinburgh Review**; or, Critical Journal for Oct. 1802–date . . . quarterly . . . v.1–date, O. Lond. 1803–date. Longmans 24/. 052 Ed4
Formerly published in Edinburgh. Published also by Leonard Scott, New York.
Index for v. 1–20, 1802–12, published separately, 1813; v. 21–50, 1813–30, in 1832; v. 51–80, 1830–44, in 1850; v. 81–110, 1845–59, in 1862 (wanting in State Library set); v. 111–40, 1860–74, in 1876.
- Fortnightly Review** . . . v.1–date, O. Lond. 1865–date. Chapman £1 10/. 052 F77
v. 7–date, monthly. Published also by Leonard Scott, New York.
Contents for v. 1 to ser. 2, v. 24, 1865–78, published separately.
Ser. 1, 6v. 1865–66; ser. 2, v. 1–date, 1867–date.
- National Review** . . . 1883–date. v.1–date, v.1–13, 15–date, O; v.14, Q. Lond. 1883–date. Arnold £1 10/ n. 052 N21
Monthly. Published also by International News Co. New York.
- Nineteenth Century and After**; a monthly review . . . Mar. 1877–date. v.1–date, O. Lond. 1877–date. Low £1 10/. 052 N62
Published also by Leonard Scott, New York.
v. 1–48 title reads *Nineteenth Century*.
- Quarterly Review** . . . 1809–date. v.1–date, O. Lond. 1810–date. Murray 24/. 052 Q2
Published also by Leonard Scott, New York. Every 20th volume is an index volume.

- Periodicals** **Westminster Review**, Jan. 1824–date. v.1–date, O. Lond.
 1824–date. R. B. Johnson £1 10/. 052 W52
 v. 1–127, quarterly; v. 128–date, monthly. Published also by Leonard
 Scott, New York.
 The *London Review* and *Westminster Review* were combined in 1836 (v. 25
 of the *Westminster Review*); v. 1 and 2 of the *London Review* were afterward
 counted as v. 29 and 30 of the united series. The title has varied somewhat.

AMERICAN

- International Quarterly**, Jan. 1900–date. v.1–date, v.1–5, O;
 v.6–date, Q. Burlington Vt. 1900–date. Internat.
 Quar. \$4. 051 qIn82
 v. 1–5 title reads *International Monthly*.
- Forum** . . . v.1–date, O. N.Y. 1886–date. Forum Pub.
 Co. \$2. 051 F77
 v. 1–33, monthly; v. 34–date, quarterly.
- North American Review** . . . v.1–date, O. N. Y. 1815–
 date. North Amer. Rev. \$5. 051 N81
 Monthly; v. 1–7, 124–27, bimonthly; v. 8–123, quarterly. v. 1–125 published
 in Boston.
 Index for v. 1–25, 1815–27, published separately, 1829; for v. 1–125, 1815–77,
 in 1878.
- Atlantic Monthly**; a magazine of literature, science, art and
 politics. v.1–date, O. Bost. 1858–date. Houghton \$4.
 051 At6
 Index for v. 1–38, 1857–76, published separately, 1877; v. 1–62, 1857–88, in
 1889; v. 63–88, 1889–1901, in 1903.
- Century Illustrated Monthly Magazine** . . . 1870–date. v.1–date,
 illus. O. N. Y. 1871–date. Century \$4. 051 Scr31
 Ser. 1, 22v. 1871–81, published under title *Scribner's Monthly*; ser. 2,
 v. 1–date, 1882–date, under present title.
 Index to v. 1–10, 1870–75, published separately 1876.
- Harper's Monthly Magazine**, June 1850–date. v.1–date, illus.
 O. N. Y. 1850–date. Harper \$4. 051 H23
 v. 1–101 published under title *Harper's New Monthly Magazine*.
 Index for v. 1–40, 1850–70, published separately, 1871; v. 1–70, 1850–85,
 in 1886; v. 1–85, 1850–92, in 1893.
- Scribner's Magazine** . . . monthly, Jan. 1887–date. v.1–date,
 illus. O. N. Y. 1887–date. Scribner \$3. 051 Scr3
 Index for v. 1–10, 1887–91 published separately.
- Cosmopolitan**; a monthly illustrated magazine, Mar. 1886–date.
 v.1–date, illus. Q. Irvington N. Y. 1886–date. Cos-
 mopolitan Mag. Co. \$1. 051 C82
 v. 1–2 published in Rochester, v. 3–17 in New York.
- McClure's Magazine** . . . monthly, June 1893–date. v.1–date,
 illus. O. N. Y. 1893–date. S. S. McClure \$1. 051 M13
- Munsey's Magazine** . . . 1889–date. v.1–date, illus. v.1–2, sq. F;
 v.3–5, sq. Q; v.6–date, O. N. Y. 1889–date. Munsey \$1.
 051 M92
 Monthly. v. 1–5 published under title *Munsey's Weekly*.

- Periodicals** **Eclectic Magazine of Foreign Literature**, 1844-date. v.1-date, illus.O. Bost. 1844-date. Living Age Co. \$3. 051 Ec6
 Monthly. Continuation of the *Eclectic Museum*, 3v. 1843. v. 132-35 title reads *Eclectic Magazine and Monthly Edition of the Living Age*. v. 1-131 published in New York.
 Ser. 1, 63v. 1844-64 (53 omitted in volume numbers); ser. 2, 68v. 1865-98; ser. 3, v. 1-date, 1899-date.
- Living Age** . . . 1844-date. v.1-date, O. Bost. 1844-date. Living Age Co. \$6. 051 L71
 Weekly. v. 1-211, 1844-96, title reads *Littell's Living Age*. After Oct. 1874 *Every Saturday* was merged in this.
 Index for v. 1-100, Ap. 1844-Mar. 1869, published separately 1891.
 Ser. 1, 36v. 1844-53; ser. 2, 20v. 1853-58; ser. 3, 32v. 1858-66; ser. 4, 27v. 1866-72; ser. 5, 84v. 1873-93; ser. 6, 19v. 1894-98; ser. 7, v. 1-date, 1898-date.
- World's Work**, Nov. 1900-date . . . v.1-date, illus. Q. N. Y. 1901-date. Doubleday \$3. 051 qW89
 Monthly.
- Literary Digest**, May 1890-date. v.1-date, F. N. Y. 1890-date. Funk \$3. 071 qL71
 Weekly. v.1, no. 9, June 21, 1890, of State Library set wanting and out of print.
- Public Opinion**, 1886-date. v.1-date, sq.F. N. Y. 1886-date. Public Opinion \$3. 071 qP96
 Weekly; v. 1 published in Washington.
- American Monthly Review of Reviews**; an international magazine . . . 1890-date. v.1-date, illus. sq.O. N. Y. 1890-date. Rev. of Rev. Co. \$2.50. 052 R321
 American edition of *Review of Reviews*. v. 1-2 identical with English edition. v. 1-15 title reads *Review of Reviews*.

INDEXES

- Poole, William Frederick & Fletcher, William Isaac.** Index to Periodical Literature; 3d ed. brought down to Jan. 1882 . . . 1442p. Q. Bost. 1882. Osgood. Ro50 qP78 v.1
 Now published by Houghton, 2v. \$16 n.
- — 1st supplement, from Jan. 1, 1882 to Jan. 1, 1887 . . . 483p. Q. Bost. 1888. Houghton \$8 n. Ro50 qP78 v.2
- — 2d supplement, from Jan. 1, 1887 to Jan. 1, 1892 . . . 476p. Q. Bost. 1893. Houghton \$8 n. Ro50 qP78 v.3
- — 3d supplement, from Jan. 1, 1892 to Dec. 31, 1896 . . . 637p. Q. Bost. 1897. Houghton \$10 n. Ro50 qP78 v.4
- — 4th supplement, from Jan. 1, 1897 to Jan. 1, 1902 . . . 646p. Q. Bost. 1903. Houghton \$10 n. Ro50 qP78 v.5
- Supplements to be issued every five years.
- — abridged ed. covering the contents of 37 important periodicals, 1815-99 . . . 843p. Q. Bost. 1901. Houghton \$12 n. Ro50 qP78i

Indexes

Annual Literary Index, 1892–date, including periodicals, American and English, essays, book-chapters, etc. with author-index, bibliographies, necrology and index to dates of principal events . . . v.1–date,Q. N. Y. 1893–date. Pub. Wkly \$3.50. Ro50 qC78 v.10–

Succeeds *Co-operative Index to Leading Periodicals*. Supplement to *A. L. A. Index*.

Cumulative Index to . . . Periodicals . . . 1896–date . . . v.1–date, sq.Q. Cleveland O. 1897–date. Cumulative Index Co. \$5. Ro50 qC91

Authors, subjects, titles, reviews, portraits.

Beginning with April 1899, the *Index* returns to monthly publications and cumulates quarterly instead of semiannually. For 1896–98 annual cumulations were published, and this method has been resumed to cover the later years. 60 periodicals are now indexed.

Index to the Periodicals of 1890–date. v.1–date, illus. v.1, sq.Q; v.2–date, sq.Q. Lond. 1891–date. Rev. of Rev. 15/n. Ro50 qAn7

v. 1–date ed. by W: T. Stead.

v. 1, title reads *Annual Index of Periodicals and Photographs*; v. 2–4, *Index to the Periodical Literature of the World*.

Engineering Index . . . 1884–1900 . . . v.1–3, O. N. Y. 1892–1901. Engineering Mag. v.1–2, \$5 each; v. 3, \$7.50. R620.5 P2

Contents: v. 1 1884–91

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Succeeding volumes to be published annually.

v. 1 published in Chicago, by Association of Engineering Societies, under title *Descriptive Index of Current Engineering Literature*. For the monthly *Engineering Index* see the following entry.

Engineering Index; review of the engineering press . . . monthly, Ap. 1897–date. v.1–date,O. N. Y. 1897–date. J. R. Dunlap \$3. 620.5 P7

Printed on only one side of the leaf.

State Library lacks v. 1–2.

Galloupe, Francis Ellis. *Index to Engineering Periodicals* . . . comprising engineering, railroads, science, manufactures and trade. v.1–2, O. Bost. 1888–93. Engineering News Pub. Co. N. Y. v.1, \$2; v.2, \$2.50? R620.5 O8

Contents: v. 1 1883–87

v. 2 1888–92

v. 2 title reads *Galloupe's General Index*.

Fletcher, William Isaac. *A. L. A. Index*; an index to general literature, biographical, historical and literary essays and sketches, reports and publications of boards and societies dealing with education, health, labor, charities and corrections . . . Ed.2 enl. 679p. Q. Bost. 1901. Houghton \$10 n. Ro40 qF631

For supplement see *Annual Literary Index*.



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University of the State of New York

BULLETIN 88

MAY 1904

New York-State Library

MELVIN DEWEY Director

Bulletin 88

LIBRARY SCHOOL 17

17th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1903

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University of the State of New York

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Bulletin 88

LIBRARY SCHOOL 17

17th ANNUAL REPORT OF LIBRARY SCHOOL 1903

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To the Regents of the University of the State of New York

For the year ending Sep. 30, 1903, the director has the honor to report on the New York State Library School as follows:

Classes. The fall term opened Wednesday, Oct. 1, 1902, with 19 seniors and 30 juniors, representing 13 states and one foreign country. New York led with 18 students, Massachusetts stood next with 7, Pennsylvania sent 5, California 4, Ohio 3, District of Columbia, Indiana and Rhode Island 2 each, while there was 1 each from Connecticut, Michigan, Minnesota, New Jersey, Vermont and Nova Scotia.

One former student whose senior year was broken by illness in 1896 returned in March to finish her course.

The 31 colleges represented were: for men only, Amherst, Columbia College Law School and Harvard University; for women only, Barnard, Lake Erie, Mt Holyoke, Radcliffe, Smith, Vassar, Wellesley and Wilson colleges, College for Women of Western Reserve University, Packer Collegiate Institute and Pennsylvania College for Women; for coeducation, Adelphi, Dalhousie, Earlham and Franklin colleges and Brown, California, Cincinnati, Colorado, Cornell, Indiana, Minnesota, Rochester, Stanford, Syracuse, Vermont and Wesleyan universities and Yale University Graduate School.

While our school is maintained primarily for New York State and extra tuition is charged to students from outside the State,

it has received the most practical of all indorsements in the fact that 263 students have come to us from 24 other states and from England, Nova Scotia, Australia, Germany, Holland, Norway and Sweden. Even in our summer school, which has held only seven sessions, we have drawn from 20 states, from Maine to California and from Minnesota to Texas and Alabama, New York sending a majority of the students, followed by Ohio, Massachusetts and Indiana.

Of 30 juniors, 24 were admitted without full entrance examinations as holding college degrees and furnishing certificates of required work in literature, history and foreign languages. The remaining six passed entrance examinations in June in general literature, general history, general information, German, French and advanced French. 10 other candidates admitted to examination were not admitted to the school.

Examinations and credentials. There were issued 449 examination passcards, each card representing a different student or subject, 441 instructors passcards, 12 certificates of completion of one year of work, 2 diplomas and 14 degrees, including 7 degrees with honor.

The total credentials issued since Aug. 1, 1890, when credentials were first issued, are 4894 examination passcards, 2796 instructors passcards, 191 first year certificates, including 84 with honor, 48 diplomas, including 11 with honor, 47 degrees, including 7 with honor.

For summary of credentials issued Aug. 1, 1890–Ap. 30, 1902, with a list of the 98 graduates through April 1902, see Library School register, 1902, p. 50–53.

Degrees and diplomas. Degrees and diplomas were conferred on nine of the class of 1903, on four of the class of 1902, on one of the class of 1901, on one of the class of 1900 and on one of the class of 1897 as follows:

Degree of B. L. S. with honor. William Murray Hepburn, Everett Robbins Perry, Julia Margaret Whittlesey, Malcolm Glenn Wyer, Charles James Barr, Josephine Taber, Benjamin Arthur Whittemore.

Degree of B. L. S. Florence Tolman Blunt, Grace Darling Chapman, Robert Morrill McCurdy, Ella Rosina Seligsberg, Pauline Gertrude Wiggin, Alice Newman Hays, Etheldred Abbot.

Diplomas. Annie Elizabeth Draper, Marion Ada Knight.

The class of 1903 deserves special commendation because, in comparison with other recent classes, a larger proportion of its members finished their work at the close of the school year.

Illustrated bulletins. Experience seems to justify the plan of requiring students to submit an illustrated bulletin as one test of ability to select books, not only as worthy books *per se*, but as suited to meet certain recognized interests in the community, which can be satisfied through books. Such work also tests the student's skill in the delicate task of attracting the reader to good books without offending his taste or violating his personal right of choice. The term "picture bulletin" has been found objectionable when applied to lists for adults, intended to be posted in the loan department. We have adopted for class discussion the term "illustrated bulletin." It corresponds to the common phrase, "illustrated magazine." "Picture bulletins" can then designate lists intended for the children's room, just as we speak of "picture books" for children.

The circulation of bulletins made by students certainly proves that they serve a useful purpose in public libraries, for adults as well as for children. We confine our work almost entirely to bulletins for adults, leaving the preparation of picture bulletins to the schools which instruct in work for children.

Bulletins were first made by our students in 1898. They have circulated throughout the country since 1900. The record of circulation has been kept for those made by the junior class of 1900-1. 24 bulletins circulated 98 times, an average of about four journeys for each. In all cases express charges were paid by the libraries.

They were sent to 49 libraries, among which were the following: the public libraries of Cleveland, Dayton O., Eau Claire Wis., Sedalia Mo., Utica N. Y., Providence, Brookline Mass., Medford Mass., a branch of the Boston Public Library, the Forbes Library, Northampton Mass., the Carnegie Library of Atlanta,

Pratt Institute Free Library and the James Prendergast Library of Jamestown N. Y. Several bulletins were sent to the Illinois Library School for exchange of ideas between the two schools and to the state commissions of Iowa and Texas. The bulletin on Emerson, by Minnie L. Converse, was, on request, given to the Indiana commission.

The following bulletins have had the largest circulation:

Heroes, Old and New, Pauline G. Wiggin, nine times.

Books for Young People who want to Go to College (two bulletins), Edith S. Wade and Louise Claffin, nine times.

Animal Stories for Children, Susan C. Crampton, seven times.

American Indians of Today, Celia M. Houghton, six times.

Old Lamps for New, Josephine Taber, six times.

Electricity for Boys, Frances K. Ray, six times.

Bulletins on the following subjects, presented in 1902, show the nature of the work.

1 Men of Achievement, by Annie E. Draper

The central thought is the common feeling of admiration for men who have really accomplished something. Andrew Carnegie, Phillips Brooks, Abraham Lincoln, Eugene Field, Benjamin Franklin, William Morris, and nine others have been chosen as typical of achievement in widely different lines. A good biography of each man is noted, and there is a portrait of each of those mentioned above. The idea of the bulletin is exactly expressed by a fine picture showing the varied industries on the water front of New York city.

2 Richard Wagner, by Edwin M. Jenks

Tastefully decorated with a portrait, bar of Wagner music, and colored picture of Bayreuth Wagner theater.

3 Henry van Dyke, by Florence T. Blunt

Contains a brief list grouped under out-of-doors books, stories, poetry, religious books, van Dyke yearbook, biographic sketches. There are an alluring angling picture, a portrait of Dr van Dyke, also the well known *Outlook* reprints of his *Courage* and *Foot-path to Peace*.

4 Sea Stories, by Malcolm G. Wyer

A short, attractive list, decorated in a very novel, ingenious and tasteful fashion.

5 Social Settlements, by Grace D. Chapman

Shows an excellent portrait of Jane Addams from the *World's Work*, also genuine settlement photographs of children who are enjoying library, yard, roof garden and music hour. The books and articles are readable.

6 Athletics of Yesterday, by June R. Donnelly

Athletic sports and games of Greeks and Romans, also modern revival of Olympian games, are described in magazine articles or parts of books given in the list, and illustrated by a copy of the Discobolus and of a chariot race. The white of the pictures and lettering harmonize and form a pleasing contrast to the dead black background.

7 Books for Young Men intending to Travel in Europe, by Everett R. Perry

Mr Perry spent the summer of 1902 in Europe and has selected the list of 49 travel and art books with genuine appreciation of readers' interests. Illustrated by pictures of Lincoln cathedral and the Jungfrau.

8 A Trip through Italy, by Bertha I. Bennett

Starting from Naples the principal places visited are Pompeii, Herculaneum, Capri, Rome, Siena, Pisa, Florence, Milan, the Italian lakes and Venice. Thirty-two books and articles are listed. Illustrated by a map and by excellent pictures of a Pompeian house, St Peter's, Leaning tower, Panorama of Florence, Milan cathedral and Grand canal, Venice.

9 Japan, by Ella R. Seligsberg

A delicately colored photograph of the Island empire with titles of 14 books, each of which the compiler has read.

10 Recent Arctic Explorations, by William M. Hepburn

29 well chosen titles and pictures of Nansen and Peary are grouped about a map of the Arctic regions.

Annual visit to leading libraries. The 12th annual visit of the school took place Ap. 7-20, covering the leading libraries of New York, Philadelphia, Baltimore and Washington. An idea of the trip from the students' standpoint may be gained from the following report from the *Library Journal*, May 1903, by Julia M. Whitteley (1903).

From New York as headquarters, Ap. 7-13, we visited not only Columbia University, the New York Public (including the Lenox and Astor), the New York Mercantile and several other libraries of Manhattan, but also the Brooklyn and Newark libraries. By courtesy of Dr Billings the pilgrimage most appropriately began at the site of the new public library, where in temporary work rooms of the architect plans and plaster models of the building were shown.

In Philadelphia rain and wind prevailed so continuously that our whole schedule could not be carried out. To our special disappointment we were unable to go to Bryn Mawr, a visit we had much anticipated. Those, however, who did venture out to Drexel, the Free Library, and the Library Company felt amply repaid and

found Philadelphia hospitality more than an offset to Philadelphia weather.

In Baltimore and Washington the rain stopped, our dampened spirits revived accordingly and we carried out our plans to the letter. In Washington the Library of Congress was naturally our first and—is it invidious to say?—our greatest pleasure. The Washington Public and the many interesting departmental libraries, however, were not neglected.

The cordiality with which the class was received was a genuine pleasure and almost a surprise. A surprise, not because we thought librarians lacking in hospitality by nature, but because it is a good deal to have one's work invaded by a crowd of people, 50 strong, who take one's time and ask a multitude of questions more or less intelligently. That we had the freedom of the libraries, that time of librarians and assistants was so freely given, that detailed information was cheerfully told, is a record which speaks well for library human nature.

Not content with helping professionally, our hosts outdid themselves socially. Space is lacking to tell in detail of all the social happenings which were so kindly arranged for, but I can not pass without at least mentioning the two pleasant receptions given by our sister library schools, Pratt and Drexel, and the library club meetings at Philadelphia and Washington, or the charming reception at the Tea Cup Inn given the class by the former students of the school now living in Washington. The city has such a colony of graduates that we saw many old acquaintances besides meeting those whose names and reputations had come down from past classes.

The question was more than once asked me "Does the trip pay?" and when I would answer "Does not all travel pay?" the next question would be "Does it pay from the library standpoint?" In other words, did the members of the class gain more professionally than in an ordinary independent trip to the same cities? I think we did, for more than one reason. In the first place, it is a question whether going in any other way we could have seen the actual working of departments, taken in the different technical features, and obtained the same information. It is hard, perhaps, for those long in the work to realize what it means, specially to those who had no practical experience before coming to the school, to see the actual handling of loan systems, or varying methods of reference work or real work in a children's room.

To observe intelligently, to compare and coordinate those observations, and to draw conclusions which shall be of value are things which one may gain from the trip if one will. To any who were skeptical of these results, who thought us aimless or frag-

mentary in our investigations, the carefully prepared reports of the visit given at the school by the different committees would be a great revelation. They are the true evaluation of the trip.

Bibliographies. The following subjects were selected by the class of 1903 for the original bibliography required for graduation. Suggestions of topics are requested from librarians as our students prefer to do the work that will be most practically useful in libraries.

Victor Hugo: select. Bertha Ilione Bennett

Illustrative Material for Nature Study in Primary Schools.

Florence Tolman Blunt

Spain; Description and Travel: reading list. Mary Casamajor
Walter Pater. Grace Darling Chapman

France; Description and Travel: reading list. Margaret Childs
Deming

Imperial Federation; Great Britain and her Colonies. June
Richardson Donnelly

Travel in England: reading list. Annie Elizabeth Draper

Pottery. Charlotte Elizabeth Groves

Books by Canadian Authors published in English since 1867.

William Murray Hepburn

Works in English on Wagner and the Wagnerian Music-drama.

Edwin Munroe Jenks

Louisiana Purchase of 1803. Louise Waldman Katz

Holidays: select. Robert Morrill McCurdy

John Keats: contribution toward a complete bibliography. Mary
Eliza Mathews

Florence: reading list. Everett Robbins Perry

Germany: select. Ella Rosina Seligsberg

Lists of Classified Fiction: 1, Stories of Nature; 2, Stories of
Social Problems. Julia Margaret Whittlesey

Subject Index of New York State Governors Messages, 1850-
1903. Malcolm Glenn Wyer

American Library Association. It was decided by unanimous vote of faculty and students to close the school year Friday, June 19, instead of Friday, June 26, as announced, thus allowing students to attend the meetings at Niagara, June 22-27. 19 students (11 seniors and 8 juniors) availed themselves of this privilege.

A. L. A. committee on library training. The committee was: Mary W. Plummer, director library school, Pratt Institute; Mrs Salome Cutler Fairchild, vice director New York State Library School; Katharine L. Sharp, director library school, University of Illinois; Alice B. Kroeger, director library school, Drexel Institute; Mary E. Robbins, acting director library department, Simmons College; Edwin H. Anderson, librarian Carnegie Library, Pittsburg Pa.

By questions sent not only to established library schools but also to libraries conducting apprentice classes, to colleges and normal schools offering courses in bibliography and library economy, and to individuals reported as offering correspondence instruction the committee made a thorough investigation regarding library training given throughout the country. Its very careful and complete report is in *Library Journal*, July 1903, 28:CS3-101.

New York State Library School Association. There was a large attendance at the 10th annual meeting, at Niagara Falls, June 24, 1903. The chief business was giving the advisory committee power to act after any general expression of opinion by former members of the school. The association now numbers 193. The meeting is reported in *Library Journal*, Aug. 1903, 28:624.

Officers 1903-4

President, Phineas Lawrence Windsor, '99, Ph.B. librarian University of Texas

First vice president, Josephine Adelaide Clark, '90, B.A. librarian United States Department of Agriculture

Second vice president, Edward Christopher Williams, '01, B.L. librarian Adelbert College

Secretary-treasurer, Isabel Ely Lord, '97, B.L.S. assistant librarian Pratt Institute

Executive board

The officers and Harriet Ann Wood, '99, B.A. Cedar Rapids (Ia.) public librarian; Irene Gibson, '94, assistant order division Library of Congress; William Frederick Yust, '01, M.A. B.L.S. subinspector New York State Library and Home Education

Advisory committee on Library School

- 1902-5 Edwin Hatfield Anderson, '92, M.A. librarian Carnegie Library, Pittsburg Pa. *chairman*
1902-4 Joseph Le Roy Harrison, '93, B.L.S. librarian Providence (R. I.) Athenaeum
1903-6 Henrietta St Barbe Brooks, '96, B.S. assistant librarian Wellesley College

Alumni lectureship. Charles A. Cutter delivered three lectures April 1-3, as notes from the art section of a library, with hints on selection and purchase. Not only faculty and students but many of the State Library staff attended, also Jessica G. Cone, a graduate of the school, class of '95. Mr Cutter's intimate and loving knowledge of his subject and his long experience in buying both books and pictures for the Boston Athenaeum and the Forbes Library fitted him in an unusual way to speak convincingly and practically. The emphasis of the course was placed on the necessity of a sympathetic knowledge of art by the librarian or head of the art department. Suggestions were also given as to means of acquiring such knowledge. The lectures will be printed by the alumni association. Mr Cutter spent the week Mar. 31-Apr. 7 at the school, giving daily lectures and instruction in his expansive classification.

Mr Andrew's valuable alumni lectures for 1902 on guides to the literature of science, will soon be printed.

Charles A. Cutter. Mr Cutter's death, Sep. 6, 1903, is a serious loss to the school. He was from its opening on its staff of non-resident lecturers and visited us oftener than any other librarian, lecturing 13 out of the 17 years of the school's history as follows:

At Columbia College Library

- 1887 (1 lecture) Cataloguing and classification
1888 (3 lectures) Dictionary catalogues; classification; Cutter vs Dewey notation
1889 (4 lectures) Library buildings and other library topics

At New York State Library

- 1890 (6 lectures) Classification, cataloguing, book numbers and charging systems

1891 (4 lectures) Classification and charging systems.

1893 (2 lectures) Cataloguing; the library world

1895 (4 lectures)

Forbes Library

1896-99, 1901, 1903, 8 to 10 lectures each year on the expansive classification, with class instruction

Mr Cutter's last public utterance was his lectures before the school in April 1903. His keenness and alertness of mind, the delight with which to the last he hailed a new idea, gave no indication that he had already spent 45 years in library service.

Summer course for 1903. The session began Wednesday, May 20, ending Tuesday, June 30. There were 20 students from 8 states. New York led with 11, Connecticut and Massachusetts sent 2 each and Illinois, Minnesota, New Jersey, Tennessee and Virginia 1 each.

18 students received the Regents certificate awarded to those who complete the work of the course satisfactorily and also pass the examination. 10 of the 18 certificates were issued with honor.

The seventh session of the summer course saw a new departure as to number of subjects taught. During the first session held July-August 1896, instruction was given in simple cataloguing, classification, accessioning, shelving, loan systems, and some elementary work in bibliography and library administration. Essentially the same course was given (except in 1897, when no session was held) each succeeding year till 1903. In 1898 the date of opening was changed to May 30, that the students in the summer course might meet the students in the two year course, and have the advantage of being taught by its faculty. In 1899 the five week course was extended to six weeks. This year, in view of the facts that Chautauqua now gives a good general course and that it is difficult to treat any one subject thoroughly when so much ground must be covered, it was decided to try the experiment of specializing on cataloguing and classification.

The executive work of the school was in charge of Miss Mary L. Sutliff, assisted by Miss Corinne Bacon, '03, who has had seven years experience in public library work in New Britain Ct.

13 lectures were given by Miss Bunnell on the decimal classification and one by Miss Sutliff on leading features of the expansive classification. Miss Sutliff gave 24 lectures on cataloguing forms and subject headings, with 11 added lectures on the following allied subjects: new A. L. A. rules, printed cards, public documents, reference books for cataloguers, treatment of pamphlets, book numbers, shelflist, library handwriting and note taking.

Mrs Fairchild lectured on forms of the card catalogue, and Miss Ada Alice Jones dealt in two lectures with the principles underlying the classed catalogue, while Mr Yust gave a valuable discussion on typewritten catalogue cards. The practice work in cataloguing included more difficult books than in former years, special attention being given to United States, state and city public documents. Such sets as the reports of the New York State historian, the New York bulletin of bibliography, and the 19 volume report of the United States Industrial Commission (1900-2) were taken up in detail. The attempt was made to include as many recent books as possible which the average library would buy, and for which it would be difficult to assign subject headings; e. g. Jordan's *Imperial Democracy*, Colquhoun's *Mastery of the Pacific*. Both Miss Sutliff and Miss Bacon spent some time in Washington last spring studying the catalogue of the Library of Congress, and were thereby able to pay special attention in their courses to the headings there used. Variations in usage from the A. L. A. headings were pointed out, and in many cases the national library headings were used in preference.

Five general lectures were given, two by the director on the point of view and typewriters as a labor-saving device; two by Mrs Fairchild on the function of the library and the presidents of the A. L. A. (illustrated); one by W. R. Eastman on library records and statistics. The students also attended the library institute conducted by Miss M. E. Hazeltine, on May 20, part of the director's course on library administration, and lectures given to the students of the two year course by Miss M. E. Hazeltine, Miss M. E. Robbins, Dr J. H. Canfield and W. E. Foster.

The eagerness of the students to learn as much as possible in the short time allotted and their enthusiastic devotion to their work were an inspiration to all the faculty who came in contact with them. Such was the anxiety to improve every opportunity that optional lectures were almost as fully attended as the required. The students strongly favored the special course. Several said they would not have thought of attending had the course been general. The faculty, therefore, feel that the substitution of the special for the general course, looked on as an experiment, has succeeded beyond their expectations.

Summer course for 1904 on reference work and bibliography. Following the rotation plan announced on p.268-74 of the handbook, the summer course for 1904 will be concentrated on reference work and bibliography and in 1905 on a course in library administration, taking up the topics of the previous years very briefly and devoting the 90 exercises of the six weeks to the most important topics in practical administration. In 1906 there will be a course in selection of books. In 1907 cataloguing and classification will again be the special topic.

The 1904 course, May 19 to June 30, will be given by the regular faculty with assistance from a few librarians chosen because of special qualifications for this year's work. From the courses on these subjects given during the two years of the regular school will be chosen the most valuable parts. Probably one lecture a day will be given to reference work including children's libraries, one to bibliography and the third will be open to book selection which in its nature combines something of both the others, and to a variety of allied topics with a few general lectures which will give the summer students the point of view which the Library School represents. During five of the six weeks the junior and senior classes are still at work, so that there will be numerous opportunities for those of the summer students who wish to hear lectures in addition to the summer course, and an effort has been made to put in that time topics and speakers most likely to interest or profit the summer class. Reference work will be in charge of D. V. R. Johnston, reference librarian. Miss M. E. Hazeltine will give the reference course carried on so successfully by her

in the Chautauqua summer school for three years past. Special attention will be given to reference work for children and in public documents, with special courses by the best authorities available. W. S. Biscoe will have charge of bibliography and Mrs S. C. Fairchild will give a few lectures on book selection. W. R. Eastman, state library inspector, will arrange his work so as to spend the six weeks with the school and thus make available his unequaled experience, having devoted his whole time for 12 years to studying the needs of public libraries as shown by constant official inspection all over the State. The director will give a course on general library topics and there will be single lectures and short courses from a number of prominent librarians carefully chosen for this special work.

Faculty. Owing to pressure of other work, Miss Edith D. Fuller, of the faculty since 1894, resigned as instructor in dictionary cataloguing. Miss Sutliff, who has been specializing in this subject, will take her courses.

For full list of the faculty, with library positions etc. held by each member, see *Handbook*, 1903, p.236-38.

Lecturers 1903. Aside from the faculty, 11 persons gave 24 lectures.

LECTURER	POSITION	NO. LEC.	SUBJECTS
Avery, Myrtille.....	director's ass't N. Y. State Home Education	1	N. Y. State Home Education
Canfield, J. H.....	librarian Columbia University	1	Function of the librarian
Cutter, C. A.....	late lib'n Forbes Library, Northampton Mass.	8 3	Expansive classification Notes from the art section of a library, with hints on selection and purchase
Foster, W. E.....	pub. lib'n Providence R. I.	1 1 1	Kinds of reference material Using reference material Ideals for a reference librarian
Hazeltine, Mary E....	lib'n James Prendergast Free Library, Jamestown N. Y.	1	How to make the most of a small library
Iles, George	author	1	Book annotation
Jennings, J. T.....	sublib'n N. Y. State Library	1	Patents in reference work
Robbins, Mary E.....	acting director library dep't, Simmons College	1	Experiences in organization
Smith, Mary A.....	ass't in charge history division, N. Y. State Library	1	Reference books in history and genealogy
Solberg, Thorvald....	register of copyrights	2	Copyright
Welsh, Charles.....	publisher and author	1	Children's reading

Full course students 1903. The classes for the year were:**Seniors, class of 1903**

- Bacon, Corinne, New Britain Ct. Graduate (Packer Collegiate Institute) 1890
 Bennett, Bertha Ilione, Ilion N. Y. B.L. (Syracuse) 1899
 Blunt, Florence Tolman, Haverhill Mass. B.L. (Mt Holyoke) 1896, B.A. 1899
 Brown, Zaidee Mabel, Palo Alto Cal. B.A. (Stanford) 1898
 Casamajor, Mary, Brooklyn N. Y. B.A. (Adelphi) 1899
 Chapman, Grace Darling, Geneva N. Y. B.L. (Lake Erie) 1901
 Deming, Margaret Childs, Sacramento Cal. California University 1890-91. B.A. (Stanford) 1897
 Donnelly, June Richardson, Cincinnati O. B.S. (Cincinnati) 1895
 Draper, Annie Elizabeth, Auburn N. Y. Cornell 1900-1
 Groves, Charlotte Elizabeth, Alfred N. Y. B.A. (Wilson) 1899
 Hepburn, William Murray, Pictou, Nova Scotia. B.A. (Dalhousie) 1895, M.A. 1897
 Jenks, Edwin Munroe, Boston
 Katz, Louise Waldman, Ithaca N. Y. B.S. (Cornell) 1900
 McCurdy, Robert Morrill, Andover Mass. B.A. (Harvard) 1900
 Mathews, Mary Eliza, Brooklyn N. Y. B.A. (Adelphi) 1899
 Perry, Everett Robbins, Worcester Mass. Harvard 1899-1901
 Seligsberg, Ella Rosina, New York. B.A. (Barnard) 1899
 Whittlesey, Julia Margaret, Cleveland O. B.L. (Lake Erie) 1899
 Wyer, Malcolm Glenn, Excelsior Minn. B.A. (Minnesota) 1899, M.L. 1901

Juniors, class of 1904

- Barker, Beatrice J., Providence R. I. Ph.B. (Brown) 1895
 Bonnett, Marguerite Waldron, Pittsburg Pa. B.L. (Pennsylvania College for Women) 1896
 Clarke, Mary Reynolds, Whitinsville Mass. Wellesley 1876-78; Smith 1879-80
 Dickinson, Asa Don, Westwood N. J. Columbia College Law School 1894-96
 Dunham, Mary Eleanor, Richmond Ind. University of Colorado 1895-96; B.A. (Indiana) 1898; Yale University Graduate School 1899-1901
 Eastwood, Mary Edna, Albany N. Y. B.A. (Vassar) 1899
 Emerson, Margaret Ann, Canajoharie N. Y. Graduate (Mt Holyoke Seminary) 1870
 Goodrich, Nathaniel Lewis, Utica N. Y. B.A. (Amherst) 1901
 Hedrick, Ellen, Washington D. C. B.A. (Smith) 1892
 Hyde, Mary Elizabeth, San Francisco Cal. B.A. (Stanford) 1901
 Ketcham, Ethel Belden, Dover Plains N. Y. B.A. (Radcliffe) 1899
 Leupp, Harold Lewis, New York. B.A. (Cornell) 1902
 McCollough, Ethel Farquhar, Franklin Ind. Ph.B. (Franklin) 1901
 McConnell, Lillian Brown, Merrimac Mass. B.A. (Mt Holyoke) 1900
 McKay, Mabel, Dunkirk N. Y. Vassar 1898-1900
 Mackey, Mary Evelyn, Pittsburg Pa. B.A. (Pennsylvania College for Women) 1897
 Manchester, Earl Northup, Factoryville Pa. B.A. (Brown) 1902
 Mumford, Rosalie, Detroit Mich. Vassar 1894-96

Pearson, Edmund Lester, Newburyport Mass. B.A. (Harvard) 1902
 Peck, Harriet Rosa, Gloversville N. Y. B.L. (Mt Holyoke) 1902
 Peters, Orpha Maud, Circleville O. B.L. (College for Women of Western Reserve Univ.) 1902
 Reed, Lois Antoinette, Rochester N. Y. University of Rochester 1900-2
 Riggs, Alice Winifred, Pittsburg Pa. Ph.B. (College for Women of Western Reserve Univ.) 1901
 Rose, Ernestine, Bridgehampton N. Y. B.A. (Wesleyan) 1902
 Saleski, Mary Agnes, New York. B.A. (Wesleyan) 1900
 Spafford, Martha Elisabeth, Rutland Vt. B.A. (Vermont) 1896
 Tweedell, Edward David, Providence R. I. Ph.B. (Brown) 1901
 Votaw, Albert Hiatt, Westtown Pa. B.A. (Earlham) 1874
 Wead, Mary Eunice, Washington D. C. B.A. (Smith) 1902
 Whitbeck, *Mrs* Alice (Grover), Berkeley Cal. B.L. (California) 1887

Summer course students 1903. The 20 students of the seventh summer course were:

Bartlett, Walter Loring, Newburyport Mass. B.A. (Harvard) 1892; Harvard Law School 1892-93
 Brintnall, Anna, general librarian Watertown (N. Y.) Athenaeum
 Burns, Isabella Sutherland, Smith 1897-98; apprentice James Prendergast Free Library, Jamestown N. Y.
 Clark, Sarah M., Packer Collegiate Institute; assistant Richards Library, Warrensburg N. Y.
 Colt, Fanny Learned, assistant New London (Ct.) Public Library
 Dutcher, Marion Flagler, cataloguer Adriance Memorial Library, Poughkeepsie N. Y.
 Guthrie, Anna Lorraine, B.A. (Minnesota) 1892; assistant Minnesota University Library
 Hart, Mildred, cataloguer and reference librarian Grant University, Chattanooga Tenn.
 Hughes, Mary Gertrude, Rochester N. Y. B.A. (Cornell) 1902
 Johnston, Ursula K., apprentice Binghamton (N. Y.) City School Library
 Malone, Marcella, LL.B. (New York University Law School) 1896; assistant Ottendorfer branch, New York Public Library
 Mathews, *Mrs* Jessie Frances (Holmes) New York; Ph.B. (Drury) 1883; Wellesley 1888-89
 Reinecke, Clara M., graduate (Packer Collegiate Institute) 1874; assistant book order department Brooklyn Public Library
 Stonehouse, Mary Elizabeth, assistant Young Men's Association Library, Albany N. Y.
 Streeter, Kate, Johnstown N. Y. B.A. (Vassar) 1888
 Thayer, Sarah Elma, student Plainfield (N. J.) Public Library
 Thurston, Mary Davis, librarian Leicester (Mass.) Public Library
 Tuttle, Anna Seeley, B.A. (Vassar) 1899; University of Virginia, Charlottesville Va.; cataloguer Enoch Pratt Free Library, Baltimore Md.
 Wright, Harriet Sabra, Mt Holyoke 1899-1900; assistant New Britain (Ct.) Institute
 Yeomans, Ruth, Carleton College 1896-97; first assistant Danville (Ill.) Public Library

Staff instruction. 25 State Library assistants (a larger number than ever before) increased their efficiency by taking courses in the school, on their own time, the library making no charge for tuition as it benefits so directly by their increased usefulness. 18 courses were chosen.

COURSES	MEMBERS OF STAFF	COURSES	MEMBERS OF STAFF
Elementary bibliography..	2	Selection of books.....	4
Accession department.....	4	Advanced bibliography..	1
Elementary cataloguing...	7	Advanced classification..	2
Elementary dictionary cata-		Advanced reference work	4
loguing.....	4	History of libraries.....	2
Elementary classification..	5	Summer course	
Elementary reference work	10	Classification.....	1
Loan department.....	1		
Binding	4		
Shelf department.....	4		
Indexing	5		
Founding and government.	1		
Library administration....	1		

Positions. Of a total of 1108 positions filled before Oct. 1, 1903, 470 have been in New York, 589 in 31 other states, 40 in the District of Columbia and 9 in 5 foreign countries. 98 new positions were filled by our graduates and students during the year, 44 in New York, 49 in 17 other states and 5 in the District of Columbia. Of 23 positions now filled by Library School students in Washington 12 are appointments in the national library, including 1 made this year.

10 Library School students took the state civil service examination held May 9 for State Library positions as assistants. 6 have been appointed, the constant calls from other libraries for our staff members making it necessary to fill vacancies.

Positions filled 1903

Name and class	Position	Institution and place (unless implied)
1888		
Patten, F. C.....	assistant librarian.....	New York Public Library
	librarian	Rosenberg Library Associa- tion, Galveston Tex.
1890		
Kent, H: W.....	librarian	Grolier Club, New York
1891		
Crawford, Esther...	school reference librarian.....	Cleveland Public Library and board of education
Fearey, Charlotte S.	cataloguer	Albany (N. Y.) Female Acad- emy Library

Positions filled 1903 (continued)

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
1892		
Robbins, Mary E....	acting director library dep't.....	Simmons College, Boston
1893		
Van Hovenberg, Alma R.....	cataloguer	Private library of Newell Mar- tin, New York
1894		
Denio, H. W.....	librarian	Westfield (Mass.) Athenaeum
Gibson, Irene.....	instructor in elementary cata- loguing, library science course..	Columbian University, Wash- ington
Sewall, W. F.....	classifier and cataloguer.....	Groller Club, New York
	librarian	Toledo (O.) Public Library
1895		
Cone, Jessica G.....	classifier and cataloguer.....	Emma Willard School Library, Troy N. Y. Potsdam (N. Y.) Public Li- brary and Reading Room St Faith's School Library, Saratoga Springs N. Y.
Stanley, Harriet H..	lecturer on cooperation between public library and public school	Winona (Ind.) School for Li- brarians
1896		
Brooks, Henrietta St Barbe	assistant librarian.....	Wellesley College
Corwin, Euphemia K.	librarian	Berea (Ky.) College
Edwards, Ella M....	head cataloguer.....	University of Texas Library
1897		
Hopkins, Julia A....	librarian	Madison (Wis.) Free Library
	lecturer on classification.....	Wisconsin Summer School of Library Science, Madison
Jennings, J. T.....	librarian	Duquesne (Pa.) Public Library
Lord, Isabel E.....	assistant librarian.....	Pratt Institute, Brooklyn
Morse, Anna L.....	librarian	Reuben McMillan Free Li- brary, Youngstown O.
Waterman, Lucy D.	librarian	Benson Memorial Library, Titusville Pa.
1898		
Hunt, Clara W.....	superintendent children's dep't...	Brooklyn Public Library
	nonresident lecturer.....	Training School for Children's Librarians, Carnegie Li- brary, Pittsburg Pa.
Wyer, J. I.....	lecturer on U. S. public docu- ments	Minnesota Summer School for Library Training, Minne- apolis
1899		
Windsor, P. L.....	librarian	University of Texas
1900		
Borden, Fanny.....	associate librarian.....	Smith College
Mudge, Isadore G....	librarian	Bryn Mawr College
Ray, Frances K.....	classifier and cataloguer.....	Union Free Library, Albany N. Y.
	assistant	New York State Library
1901		
Beard, Josephine....	cataloguer	Lewiston (Me.) Public Library
	librarian	Lewiston (Me.) Public Library
Brown, C: H.....	classifier	John Crerar Library, Chicago
Casamajor, Mary....	substitute Tompkins Park branch	Brooklyn Public Library
	1st assistant Tompkins Park branch	Brooklyn Public Library

Positions filled 1903 (continued)

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
1901		
Davis, Esther M....	classifier	Library of American Society for Prevention of Cruelty to Animals, New York
Hyde, Sara G.....	assistant	U. S. Geological and Geo- graphical Survey Library
Keller, Helen R....	classifier and cataloguer.....	Iowa State Library
Mathews, Mary E....	substitute New Utrecht branch...	Brooklyn Public Library
	assistant Bushwick branch.....	Brooklyn Public Library
Phelps, Anna R....	classifier and cataloguer.....	Lenox (Mass.) Library
	cataloguer	St Mark's Mission Library, Philadelphia
	instructor	Indiana Public Library Com- mission
1902		
Colcord, Mabel.....	assistant librarian in charge.....	Iowa State University Li- brary, Iowa City
Deming, Margaret C.	librarian	Lorain (O.) Public Library
Fuller, Frances H...	children's librarian and library hostess	Millicent Library, Fairhaven Mass.
Gay, E. L.....	cataloguer	Harvard University Library
Hawkins, E. Jean...	librarian	Eau Claire (Wis.) Public Li- brary
Houghton, Cella M.	librarian	Albany (N. Y.) Public School Library
Mann, Olive L.....	assistant catalogue division.....	Library of Congress
Pope, S. E.....	assistant	Bowdoin College Library
Smith, Mary A.....	assistant in charge history divi- sion	New York State Library
	1st assistant.....	Duquesne (Pa.) Public Library
Taber, Josephine....	assistant librarian.....	Seattle (Wash.) Public Library
Wade, Edith S.....	classifier and cataloguer.....	Delhi (N. Y.) Public Library
		Milton (N. Y.) Public Library
		Claverack (N. Y.) Public Li- brary
		Cohoes (N. Y.) Public School Library
Whittemore, B: A.	assistant	New York State Home Educa- tion
	assistant	A. L. A. Publishing Board, Boston
Bacon, Corinne.....	assistant	New York State Library
Blunt, Florence T...	assistant	Haverhill (Mass.) Public Li- brary
Brown, Zaldee M....	classifier and cataloguer.....	Brookline (Mass.) Public Li- brary
Chapman, Grace D..	assistant	New York State Library
Donnelly, June R...	assistant cataloguer.....	Cincinnati Public Library
Draper, Annie E....	cataloguer	Y. W. C. A. Library, Albany N. Y.
	assistant	Brooklyn Public Library
Groves, Charlotte E.	assistant	New York State Library
Hazeltine, Alice I...	assistant catalogue dep't.....	Buffalo Public Library
Hepburn, W: M....	assistant reference librarian.....	John Crerar Library, Chicago
Jenks, E. M.....	classifier and cataloguer.....	St Agnes School Library, Al- bany N. Y.
	assistant	Brooklyn Public Library
Katz, Louise W.....	cataloguer	University of California Li- brary

Positions filled 1903 (*concluded*)

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
1903		
McCurdy, R. M.....	assistant	Brooklyn Public Library
Perry, E. R.....	assistant	Harvard University Library
	general assistant.....	St Louis Public Library
Sellgsberg, Ella R....	assistant	New York State Home Educa- tion
Tweedell, E: D:....	classifier and cataloguer.....	Rhode Island Medical Society Library, Providence
Wyer, M. G.....	librarian	Colorado College
1904		
Dickinson, A. D.....	assistant Montague branch.....	Brooklyn Public Library
Goodrich, N. L:....	classifier and cataloguer.....	Private library of Senator E. T. Brackett, Saratoga Springs N. Y.
Hedrick, Ellen.....	cataloguer	U. S. Geological and Geo- graphical Survey Library
Hyde, Mary E.....	substitute Bushwick branch.....	Brooklyn Public Library
Leupp, H. L:....	reading room assistant.....	Library of Congress
McKay, Mabel.....	assistant	New York State Home Educa- tion
Mackey, Mary E.....	assistant reference dep't.....	Carnegie Library, Pittsburg Pa.
Manchester, E. N....	cataloguer	Keystone Academy Library, Factoryville Pa.
	2d assistant librarian.....	Brown University Library
Pearson, E. L.....	assistant Montague branch.....	Brooklyn Public Library
Peck, Harriet E.....	reviser	Chautauqua Library School
Reed, Lois A.....	assistant	New York State Library
Rose, Ernestine.....	substitute Agullar branch.....	New York Public Library
Saleski, Mary A.....	assistant	New York State Library School
Spafford, Martha E.	classifier	Proctor (Vt.) Public Library
	shelflister.....	Brooklyn Public Library
Wead, M. Eunice....	classifier and cataloguer.....	Maclure Library, Pittsford Vt.

Publications. Library School bulletins 12-13, *Lecture Outlines and Problems* and *English Cataloguing Rules* were issued in October and November 1902. The former is made up mainly of new editions of miscellaneous lecture outlines, etc. originally printed separately for the school. The latter, used in the course in advanced cataloguing, is a reprint of the Library Association series no. 5, London 1893, now out of print.

New editions of the *Handbook* (Library School bulletin 15), *Material for Course in Reference Study* (Library School bulletin 16) and *Selection of Cataloguers Reference Books in New York State Library* (Bibliography bulletin 36) will be available in the fall of 1903.

Chautauqua summer school. The third session of the Chautauqua Institution Library School was held July 4-Aug. 14, the

director of the New York State Library School again acting as general director.

There were 29 students from 14 states, 9 from Ohio, 3 each from New York and Pennsylvania, 2 each from Indiana, Missouri and Texas and 1 each from Connecticut, Florida, Illinois, Kansas, Massachusetts, Michigan, South Carolina and Wisconsin. In the three years we have had 95 students representing 25 different states.

Miss M. E. Hazeltine, resident director of the school, was assisted by Miss M. E. Robbins, '92, acting director library department, Simmons College, Boston, Miss F. L. Rathbone, Pratt Institute Library School '03 and Miss H. R. Peck, '04.

Lectures were also given by Mr and Mrs H. L. Elmendorf, W. R. Eastman, Miss M. E. Ahern, A. L. Peck, W. F. Yust, Dr Richard Burton and the director of the state school.

The general course offered included accession department work, cataloguing, classification, bibliography and reference work as the major subjects. The full list of the class is in *Library Journal*, Aug. 1903, 28:623.

Typewriting instruction. It has become clear that nearly all writing in libraries must be done by machines, not alone to secure the highest legibility, compactness, speed and economy, but for the peculiar reason that most library records are kept on the card system with constant intercalation, so that uniformity has a much greater value than in other places. As we could save both time and money and at the same time secure greater legibility and uniformity with machines, we felt that the Library School students should have opportunity to learn their practical use. While many of them will have operators to do most of their writing, all will have frequent occasion to write with their own hands and can do it much more easily and quickly if skilful with the machine. The more valuable a person's time, the more important that he do in the quickest way such writing as he does himself. The year's experience has strongly confirmed the wisdom of this decision. We have heretofore required every student to acquire a creditable library hand before doing his prac-

tice work. Some for physical reasons find this very difficult and are now allowed the option of writing their cards on the machine.

Having decided to give this new prominence to machines, we were greatly concerned to find the best for our purpose. From a list of nearly 200 different makers, we selected 14 which gave best promise and had one of each submitted for explanation and introduction by its makers and for prolonged trial for our peculiar work by our own operators without outside influence. After one month we unanimously concluded that it would be unwise to use any of the blind machines in which the writing can be seen only by lifting the carriage. Our tests proved conclusively the advantage of visible writers; and even if it can be proved that in ordinary commercial correspondence expert operators do not raise the carriage often, it is certainly of the utmost importance in library work, where we deal with scores of different languages and do much precise work, that every letter should be in sight when written. After rejecting the old form of typewriter, destined to give way to the new as surely as the high bicycle gave way to the safety, we continued for some months our experiments, testing for various special uses and marking quality of work without knowing from which machines it came. Two or three gave most satisfactory results, and after a year's experience we found it economy to take out the rest of our blind machines and have all visible writers. We now have 15.

The class is given some general instruction together at the opening of the year and is encouraged to practise in the typewriter room where experienced operators constantly supervise their work. They are also encouraged in order to secure practice, to write all their personal correspondence on machines available evenings and holidays as well as in regular school hours. We have tried, in each case with success, providing various clerks in different divisions with machines and find a distinct saving because of the quicker work. In other cases we find a saving in placing machines in various rooms where work was before carried some distance to typewriters. The time saved in going back and

forth computed at the rate of annual salary very soon pays more than interest on cost of an extra machine. We now say to our staff that any one who can show that a machine will save enough of his time to amount annually to more than 10% of its cost may ask for a typewriter.

The prominent makers recognized the justice of the claim and agreed that not only a library school but any library wishing to give members of its staff instruction in the use of machines should receive the special price heretofore made only to schools of typewriting. This materially reduces cost to libraries wishing to adopt typewriters for much freer use than heretofore, and emphasizes the importance of the instruction and even more of opportunities for practice now afforded in our Library School.

Traveling library schools

We developed the traveling library and proved its great usefulness. The traveling librarian is now to be evolved in inspectors and experts who can teach in the various institutes, visit normal and other schools and give inspiration or short courses of instruction and in this way carry to people who can not afford a first class librarian all the year, as much of the benefit as can be condensed into a short period.

The time is ripe now to start the third factor which may be called something else but which will be in fact a traveling library school. We have found great practical good coming from the annual trips for 10 years of our students who visit the most prominent libraries one year with Boston as a center, the next with New York and Washington. The utmost courtesy has been shown by the librarians who have vied with each other in giving all the help practicable. They have been more willing to do this because they take 50 librarians at once and devote only a single day, instead of having them scattered through the year one at a time, requiring almost 50 times as much attention. There is no doubt of the great value to librarians, young and old, of visiting certain typical libraries and studying their methods and resources. There is no doubt also that this is a serious burden on those

libraries, which ought to be minimized as far as consistent with the service which they are all glad to render to libraries with fewer opportunities. I propose therefore that in a few centers a specified period each year of one or more weeks, preferably a month, be specially assigned for visits from library officials. This would be librarian's week or month, and certain members of the staff would be assigned to receiving and helping these visitors as much as possible. Informal lectures or talks would explain the library's resources and methods and in some cases definite instruction in certain subjects could be offered and dates announced when it would be given so that a visitor who could not spend the entire month could select the time when his own specialty was under consideration. In the national library, besides the regular topics of administration taken up in all large libraries, there would be special dates for copyrights, government publications (including the superintendent of documents' work), manuscripts, maps, prints, printed catalogue cards and other topics that could be studied better in Washington than elsewhere, including of course in the program as at the other centers, visits to neighboring libraries worth attention. The natural centers would be the national library with trips to Baltimore; New York with headquarters at Columbia or New York public; Harvard or the Boston public for Boston and vicinity. The New York State Library would offer certain facilities not to be found elsewhere for study of a state library department with inspectors, the largest traveling library and picture system, study club and other extension work, and questions of state and law library administration. In Buffalo, Cleveland, Chicago, Madison, San Francisco and perhaps other points the principle could be utilized as soon as the number of visitors scattered through the year became large enough to show demand and burdensome enough to indicate need of this remedy. Some libraries might give the week or month only on alternate years. This would be available not alone to students of library schools, but to older librarians, assistants and trustees who would take one or more of these centers each year and familiarize themselves to an extent not possible without this

systematic provision for their guidance. A public librarian might give a month each year in rotation to a series of these centers with great profit, and incidentally the month in Washington, New York or Boston would be most enjoyable for metropolitan privileges outside the technical library field. Some would like to give a year to this work and on that account it would be desirable for the principal centers to arrange their dates in rotation, choosing in each city the month that would be most enjoyable: Washington when Congress was in session, Boston perhaps in summer when the north and south shore and sea trips and beautiful suburban roads would be specially attractive; New York in the winter when the best entertainments were offered. Possibly the plan will eventually develop some one with special gifts for this kind of work who will spend his time at these libraries in rotation much as Professor Powers and other experts travel, with parties abroad, doubling the benefit received because of their own familiarity not only with the institutions, but with the special needs of visitors. This may be a phase of the new national library institute to have a director of this traveling library school who will spend a month at a time in chosen centers and be ready to assist all library officials who come at that time to study the methods and resources of that section.

We should be glad if any one interested will send suggestions or criticisms on this scheme to us to be preserved and submitted together when the time is ready to start the system. We have already made a beginning in New York by telling people if they can arrange it to come to the State Library in June each year when the regular school and summer class are both in session and there are an unusual number of lectures of interest. The next step is for the national library to establish a library month in Washington and these experiments will indicate when the other centers ought to offer their facilities.

There must be no fees for those who attend these library weeks or months, and no library should offer such facilities unless it is willing to take much trouble to help those who come. They should have lists of really desirable boarding places and a circu-

lar giving needed information. They should provide tables and other special facilities for study, and make those who come feel more at home than the casual reader who drops in for an hour. In short, a few libraries with marked advantages for this kind of study will receive these visitors as special guests during the annual or binennial library week or month and will find it no little burden, but their return will be the satisfaction of contributing materially to library progress.

In reviewing the work of the school for the year we find that never has it been doing its work more smoothly and with a more satisfactory spirit among faculty, teachers and alumni.

Respectfully submitted

MELVIL DEWEY

New York State Library, Oct. 1903

Director

Calendar, 18th school year, 1903-4

1903		
Oct.	7	School opens Wednesday a.m.
Nov.	3	Election day, holiday, Tuesday
Nov.	25	Thanksgiving recess Wednesday noon to Monday noon
Nov.	30	
Dec.	24	Christmas recess begins Thursday a.m.
1904		
Jan.	5	Lectures begin Tuesday a.m.
Feb.	12	Lincoln's birthday, holiday, Friday
Feb.	22	Washington's birthday, holiday, Monday
Mar. 30-Apr.	1	Course examinations Wednesday-Friday
Ap.	6-18	Visit to New England libraries
Ap.	19	Lectures begin Tuesday a.m.
May	19	Summer course begins Thursday a.m.
May	30	Memorial day, holiday, Monday
June	20-24	Course examinations, Monday-Friday
June	24	School closes Friday p.m.
June	30	Summer course closes Thursday p.m.

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NEW YORK STATE LIBRARY BIBLIOGRAPHIES

Mostly original bibliographies presented by Library School students as a condition of graduation.

Volume 1 cloth \$1.50; lacking no. 5; unbound \$1.25, lacking no. 5, 15-17

Bb 1 Guide to the Study of J. A. M. Whistler. 16p. May 1895. 15c.

Bb 2-4 Colonial New England; Travel in North America; History of the 17th Century. 80p. July 1897. 15c.

Bb 6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.

Bb 9-11 Netherlands; Renaissance Art; History of Latter Half of 15th Century. 128p. Ap. 1898. 15c.

Bb 12 Best Books of 1897. 28p. June 1898. [25c]

Bb 13 Fairy Tales for Children. 30p. June 1898. [25c]

Bb 14 Index to Subject Bibliographies in Library Bulletin to Dec. 31, 1897. 62p. Aug. 1898. 10c.

Bb 18 Best Books of 1898. 28p. May 1899. 5c.

Bb 19 College Libraries in the United States. 52p. Dec. 1899. 10c.

Bb 20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.

Volume 2 cloth \$1.50; unbound \$1.25

Bb 21 Best Books of 1899. 28p. May 1900. 5c.

Bb 22 Domestic Economy. 144p. Jan. 1901. 15c.

Bb 23 Connecticut Local History. 114p. Dec. 1900. 15c.

Bb 24 New York Colonial History. 274p. Feb. 1901. 35c.

Bb 25 China and the Far East. 122p. Mar. 1901. 20c.

Bb 26-27 Fröbel and the Kindergarten; Reading List for Children's Librarians. 92p. May 1901. 15c. Bb27 separately, 5c.

Bb 28 Maine Local History. 148p. June 1901. 20c.

Bb 29 Best Books of 1900. 32p. July 1901. 10c.

Bb 30 Class list of a \$500 Library Recommended for Schools. Ed. 3. 82p. July 1901. 15c.

Volume 3 50 cents to advance subscribers

Bb 31 Monopolies and Trusts in America. 38p. Oct. 1901. 10c.

Bb 32 Biography for Young People. 80p. Nov. 1901. 15c.

Bb 33 French Government Serials. 72p. Jan. 1902. 15c.

Bb 34 Best Books of 1901. 30p. June 1902. 10c.

Bb 35 Best Books of 1902. 36p. July 1903. 10c.

Bb 36 Cataloguers Reference Books. 186p. Nov. 1903. 25c.

Manuscript bibliographies. The following bibliographies are available in manuscript for consultation in the library or may be loaned under certain conditions.

Phillips Brooks. Hawthorne. Ben Jonson. Charles Kingsley. Poems on Lincoln, Grant, Sherman and Sheridan. J. L. Motley. R. L. Stevenson. Charles Sumner. Bayard Taylor. John Wesley. Members of A. L. A. Lists of Books for Children. Higher Criticism of the Old Testament. Christian Art. Church History. Clubs for Boys and Working Girls. Single Tax. Tramps and Vagrants. Municipal Government. Politics and Party Government in New York City. New Philanthropy. Education of Women. Index to University Extension Periodicals. English Works on King Arthur and the Round Table. Household Economics. Art of the 17th Century. Some Famous Cathedrals. 10 Popular Paintings. Photography, 1880-98. Wagnerian Music Drama. Greek and Latin Plays Produced by Schools, Colleges and Universities in the United States. Cycling. Angling, 1883-93. Minor American Poetry, 1860-97. English Literature of Later 18th Century. Fiction for Girls. Russian Realists. Graded List of History and Travel. English and American Explorations in Africa since 1814. Literature Relating to the Hudson River. Adirondack Mountains. Travel's West of the Mississippi prior to 1855. 100 Books in Biography for Popular Library. Josephine and the Women of her Time. History of the 16th Century. Edinburgh. Missouri in the Civil War. Maryland; Colonial and Revolutionary History. Classified Index to *Library Journal*, 1.3-1.12.

NEW YORK STATE LIBRARY AND HOME EDUCATION

The State Library includes general, sociology, law, medical, education and history libraries, library for blind and the Library School. Besides the usual work of a great reference library, its field covers compilation of catalogues, bibliographies, indexes, reference lists and other aids and guides for readers not having direct access to the library, lending books to students and promotion of the general library interests of the State.

As the library was founded for the benefit of the people of the whole State, books not readily accessible elsewhere and not so much used at Albany as to make their brief absence from the shelves serious are lent under rules guarding against loss or undue detention to:

- 1 Any institution in the University.
- 2 Any registered public or free library.
- 3 Responsible heads of state institutions, departments or courts, or to those connected with the state government and needing books for use in their official work.
- 4 Registered study clubs, extension centers, summer schools or other recognized educational agencies.
- 5 Any resident of the State making studies or investigations in which he needs the assistance of the State Library, provided that his responsibility is known to the library or that he gives satisfactory references or makes a deposit covering the value of the books.

The State Library recognizes this lending of books to distant points as a very important part of its work and aims to be of service to the largest number possible of those needing its assistance, not only in lending but in recommending the best books and in furnishing, through its Home Education Department devoted specially to such work, printed or manuscript aids to those pursuing studies or courses of reading without a teacher.

Besides annual department reports and bulletins the State Library has for exchange and sale many valuable historical and scientific works as well as bulletins, syllabuses and handbooks not properly classed as annual publications. Detailed information of these is given in the annotated price list issued as Reference list 11, to be had on request from the State Library. The library maintains a large exchange list and readily sends corresponding publications in return for those received from all parts of the world.

The Home Education Department includes the promotion, sympathetic assistance and supervision of study clubs, literary clubs, summer, vacation, evening and correspondence schools and other forms of extension teaching, lecture courses, and other agencies for promoting and extending more widely opportunities and facilities for education to those unable to attend the usual teaching institutions.

The most potent factors in this work are: (1) putting the best reading within reach of all citizens by traveling libraries and annotated book lists; (2) the aid given in organizing new and increasing efficiency of established libraries by the public libraries division, through which the State yearly expends about \$60,000 for the benefit of free libraries. This division is devoted to promoting general library interests of the State and in all practicable ways assisting communities willing to do their part in providing the best reading for their citizens.

Published monthly by the
New York State Education Department

BULLETIN 92

MARCH 1905

New York State Library

MELVIL DEWEY Director

Bulletin 92

LIBRARY SCHOOL 18

18th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1904

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	<i>Vice Chancellor</i>	Brooklyn
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1910	CHARLES A. GARDINER Ph.D. LL.D. D.C.L.	New York
1915	CHARLES S. FRANCIS B.S.	Troy
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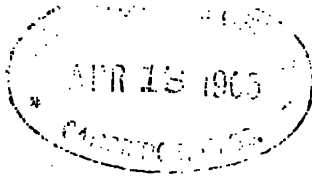
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State Library Albany N. Y. Jan. 3, 1905

Hon. A. S. Draper
Commissioner of Education

DEAR SIR: Herewith I transmit for publication the 18th annual report of the New York State Library School for 1904.

Very truly

MELVIL DEWEY
Director

State of New York
Education Department
COMMISSIONER'S ROOM
Approved for publication Jan. 11, 1905

Commissioner of Education



New York State Education Department

New York State Library

MELVIL DEWEY Director

Bulletin 92

LIBRARY SCHOOL 18

18th ANNUAL REPORT OF LIBRARY SCHOOL 1904

For the year ending Sep. 30, 1904, the director has the honor to report on the New York State Library School as follows:

Classes. The fall term opened Wednesday, Oct. 7, 1903. 15 seniors and 34 juniors were enrolled, representing 13 states and 2 foreign countries. New York led with 19 students, Massachusetts stood next with 6, Michigan, Vermont and Wisconsin sent 3 each, Indiana, New Hampshire, Ohio, Pennsylvania and Rhode Island 2 each, and Maine, Minnesota, Nebraska, Canada and Norway 1 each.

Among the 49 students 42 colleges were represented, Smith sending 6, Harvard 5, Vassar 4, Brown and Yale (including the graduate school) 3 each, Mt Holyoke, Radcliffe and Wilson Colleges and Cornell, Michigan, Nebraska, Wesleyan and Wisconsin Universities 2 each, and the remaining 29, 1 each. 2 students each represented 4 colleges, 2 students 3 colleges and 7 students 2 colleges. All students had received college training and all juniors held a degree, the decision requiring this of all applicants after Mar. 1, 1902, having now taken effect. 2 students held 3 degrees each and 3 students 2 degrees each.

While our school is maintained primarily for New York State and extra tuition is charged to outside students, 285 students have come from 24 other states and from Canada, England, Australia, Germany, Holland, Norway and Sweden, and our summer course in its 8 sessions, has drawn from 22 states.

Examinations and credentials. There were issued 423 examination passcards, each card representing a different student or subject, 410 instructors passcards, 20 certificates of completion of one year of work, including 8 certificates with honor, 1 diploma and 7 degrees, including 3 degrees with honor. Total credentials issued since Aug. 1, 1890, when they were first given, are 5317 examination

passcards, 3206 instructors passcards, 211 first year certificates, including 92 with honor, 49 diplomas, including 11 with honor, 54 degrees, including 10 with honor.

For summary of credentials issued Aug. 1, 1890-Apr. 30, 1902, with a list of the 98 graduates through April 1902, see Library School Register, 1902, p. 50-53.

Degrees and diplomas. Degrees and diplomas were conferred on 4 of the class of 1904, on 1 each of the class of 1902, 1901, 1898 and 1895 as follows:

Degree of B. L. S. with honor. Ethel Belden Ketcham 1904, Celia Mabelle Houghton 1902, Helen Morton Thompson 1901.

Degree of B. L. S. Edmund Lester Pearson 1904, Harriet Rosa Peck 1904, Ernestine Rose 1904, Grace Fisher Leonard 1895.

Diploma. Ellen Summers Wilson 1898.

Selection of books. The plan adopted last school year of giving separate courses in selection of books in the senior and junior years was so satisfactory that it has been continued. The students of the two classes still meet together four times a year to discuss a group of books. A special feature of the senior course is solving concrete problems actually occurring, in selecting books for individuals, special stress being laid on fitting books to the needs, tastes and interests of various types of readers.

Annual visit to leading libraries. The vice director reports as follows on the 13th annual visit of the school, Ap. 6-18.

During this seventh biennial visit to New England libraries the experiences of previous years were repeated so far as outward incidents are concerned, but 50 new students gained the widened horizon which invariably results from such library pilgrimages. The new Clark University Library building was a welcome addition to the itinerary. We also attended a regular meeting of the Massachusetts Library Club at Pawtucket and inspected the new Deborah Cook Sayles Public Library. Several social features added to our pleasure and facilitated acquaintance. In Hartford we met the librarians of the city at an informal reception given by Mr C. S. Thayer. In Worcester we shared the hospitality of Mr Green at a bounteous collation and were entertained by Dr and Mrs Wire at the Worcester County Law Library. In Cambridge we enjoyed a very pleasant luncheon with Mr and Mrs Lane at Harvard Union. In Boston we were the guests of the College Club at a reception and a party of students with their friends also visited the unique and wonderful Isabella Stewart Gardner Museum at Fenway Court.

Visit of Pratt Institute students. On Mar. 25 the school wel-

came to Albany as its guests the Pratt Institute Library School. This visit, which we hope will be often repeated, gave opportunity to express our appreciation of the courtesies extended by the faculty and students at Pratt Institute during the many delightful and helpful visits of the New York State Library School to Brooklyn.

Bibliographies. The following subjects were selected by the class of 1904 for the original bibliography required for graduation. Suggestions of topics specially needing such study are requested from librarians, as our students prefer to do the work that will be most practically useful in libraries.

Annotated list on ceramics. Beatrice J. Barker

Literature about Paolo and Francesca, and Herod and Ulysses.

Mary Reynolds Clarke

Works in English on the history and theory of English fiction.

Nathaniel Lewis Goodrich

Preraphaelitism. Ethel Belden Ketcham

Supplement to C. K. Adams's Manual of Historical Literature.

Harold Lewis Leupp

Scandinavia: reading list. Ethel Farquhar McCollough

Germany: reading list. Mabel McKay

Egypt: reading list. Rosalie Mumford

Theodore Roosevelt. Edmund Lester Pearson

Washington Irving. Lois Antoinette Reed

Roman life: select. Ernestine Rose

Water supply for towns and cities. Edward David Tweedell

A. L. A. committee on library training. The committee was the same as last year, i. e. Mary W. Plummer, director library school, Pratt Institute; Mrs Salome Cutler Fairchild, vice director New York State Library School; Katharine L. Sharp, director library school, University of Illinois; Alice B. Kroeger, director library school, Drexel Institute; Mary E. Robbins, director library department, Simmons College; Edwin H. Anderson, librarian Carnegie Library, Pittsburg Pa.

Three members, Miss Plummer, Miss Sharp and Miss Kroeger, visited our school during the year, and gave most helpful courses of lectures.

New York State Library School Association. 48 Library School students, or one tenth of the 445 matriculated students, were present at the international library meeting at St Louis, Oct. 17-22, 1904. Every class except that just enrolled was represented by from 1 to 6 members, the classes of 1897 and 1902 each having 6 members present. The Library School Association now numbering

197, held its 11th annual meeting Oct. 20. After the transaction of regular business, thanks were voted to Mr William H. Brett for the alumni lectures delivered to the school in June, and to Miss Isabel E. Lord for the services which she had so efficiently rendered to the association as secretary-treasurer since 1898. The meeting is further reported in *Library Journal*, Nov. 1904, 29: 612.

Officers 1904-5

President, George Franklin Bowerman, '95, B.A. B.L.S. District of Columbia public librarian

First vice president, Mary Letitia Jones, '92, B.L. B.L.S. Los Angeles (Cal.) public librarian

Second vice president, Ella Rosina Seligsberg, '03, B.A. B.L.S. first assistant Drexel Institute Library

Secretary-treasurer, Julia Anna Hopkins, '97, librarian Madison (Wis.) Free Library

Executive board

The officers and Anna Hendricks Rodgers, '02, B.A. librarian Pruyn Library, Albany N. Y.; Arthur Low Bailey, '98, B.L.S. librarian Wilmington (Del.) Institute; Anne Seymour Ames, '97, librarian Mt Vernon Seminary, Washington D. C.

Advisory committee on Library School

1904-5 James Ingersoll Wyer jr, '98, B.L.S. librarian University of Nebraska, *chairman*

1904-6 Pauline Gertrude Wiggin, '02, B.L. M.A. B.L.S. librarian University of West Virginia

1904-7 Drew Bert Hall, '01, B.A. B.L.S. librarian Millicent Library, Fairhaven Mass.

Alumni lectureship. Mr William H. Brett M.A. Cleveland public librarian and dean of Western Reserve University Library School, who gave the first alumni lectures in 1896, delivered as the seventh alumni course, three helpful lectures, June 13-15, on the relations of the public library and the library school to other educational activities.

Summer course for 1904. The eighth session of the summer course began Thursday, May 19, ending Thursday, June 30. There were 15 students from 6 states. New York led with 9, Michigan sent 2 and California, Indiana, Maryland and Virginia 1 each.

12 students received the Regents certificate for completing the work satisfactorily and passing the examination. 7 of the 12 certificates were issued with honor. 2 of the other students received letters certifying to satisfactory completion of the reference work, 1 having passed the examination with honor.

The plan so successfully started in 1903, of specializing in some one department of library work, for the first year cataloguing and classification, was continued, this year reference work and bibliography being given. The executive work of the school was in charge of Miss Corinne Bacon, who has done Miss Sutliff's work in the two years course during her leave of absence. The course in bibliography was in charge of W. S. Biscoe, senior librarian, who gave 12 lectures on national and 14 on subject bibliography. The principal instruction in reference work was given by D. V. R. Johnston, reference librarian, who gave 18 lectures, supplemented by 3 lectures by G. G. Champlin, assistant reference librarian, and 10 by Miss M. E. Hazeltine, librarian of the James Prendergast Free Library, Jamestown N. Y. A number of miscellaneous lectures brought students in touch with other faculty members and increased their general knowledge of library work. The students heard W. H. Brett, alumni lecturer, on the relations of the public library and the library school to other educational activities, E. G. Routzahn on the relation of libraries to civic improvement, and the following visiting librarians: A. L. Peck, book buying, Gloversville Free Library; Miss A. B. Kroeger, reference work, place of the library in technical education; Miss C. M. Hewins, Hartford Public Library, children's books which librarians can not afford not to know (3 lectures); Miss C. W. Hunt, Brooklyn Public Library, the successful children's librarian, planning and equipment of the children's room, selection of books for the children's room.

Students interested in special subjects omitted or briefly touched in the course, such as traveling libraries, work for the blind, book mending, picture bulletins, etc. were given every facility for obtaining fuller information. At the close of the summer session the class addressed a letter to the faculty expressing their satisfaction with the course.

Summer course for 1905. The success of the rotation courses in 1903 and 1904 abundantly justifies their continuance. The summer course for 1905 will be on library administration and opens Thursday, May 18 and closes Friday, June 30. The 90 exercises of the 6 weeks will be devoted to the most important topics in practical administration, omitting (except for summaries of guiding principles to serve as a brief review) the three great special subjects to which the other years are devoted, i. e.

- 1 Cataloguing and classification
- 2 Reference work and bibliography
- 3 Selection of books and reading

Faculty. Miss Mary L. Sutliff, one of the most successful

teachers we have ever had on our faculty, was compelled to suspend her work last year and get the change afforded by the climate of California. Her work was so highly successful that students, alumni and colleagues on the faculty are of one mind in holding that she is still connected with the school and only taking a temporary leave of absence. We were fortunate in having on the staff Miss Corinne Bacon, Library School 1903, who made a special study of the Library of Congress cataloguing with Miss Sutliff and was intimately associated with her in revising the catalogue work of our own students. Miss Bacon was for seven years first assistant in the New Britain Institute Library. In addition to these special qualifications, Miss Bacon has shown unusual skill as a teacher, so that the work of the school has gone on better than we dared to hope in the absence of a favorite teacher of long standing.

The faculty is now as follows:

- Melvil Dewey, *director*. Library administration 1884-
Mrs Salome Cutler Fairchild, *vice director*. Selection of books,
American libraries, loan department 1887-
Florence Woodworth, *director's assistant*, 1889-
Walter S. Biscoe. Bibliography, advanced classification, history
of libraries and printing 1887-
Ada A. Jones, *secretary of faculty*. Advanced cataloguing 1889-
Dunkin V. R. Johnston. Reference, book binding 1890-
May Seymour. Library editing and printing 1890-
William R. Eastman. Library buildings, founding and govern-
ment 1895-
Martha T. Wheeler. Indexing 1895-
Ada Bunnell. Elementary classification 1898-
Corinne Bacon. Cataloguing, accession, shelf department; also in
charge summer course 1903-

Lectures 1904. Aside from the faculty, 24 persons gave 58 lectures as follows, to students of the two year course. Other lectures intended specially for the summer course are noted on p. 445.

LECTURER	POSITION	NO. LEC.	SUBJECTS
Avery, Myrtilla.....	director's ass't N. Y. State Home Education	1	N. Y. State Home Education
Bailey, A. L.....	subl'n N. Y. State Library	1	Binding records
Blanchard, Grace....	pub. lib'n Concord N. H.	1	Mainspring of success in library work
		1	Suggestions for college graduates entering the library profession
Brett, W: H.....	pub. lib'n Cleveland O.	3	Relations of the public library and the library school to other educational activities
Christman, Jenny L.	cataloguer N. Y. State Library	2	Cataloguing periodicals
		7	Accession department
		7	Shelf department
Dana, J: C.....	pub. lib'n Newark N. J.	1	Art in general and printing as an art
		1	Bookmaking and library printing; also, a librarian's friends
Fletcher, W: I.....	lib'n Amherst College	1	Qualities of a successful librarian
Gould, C: H.....	lib'n McGill Univ.	1	Library interests in Canada
Griswold, S. B.....	N. Y. State law lib'n	1	Law libraries
		1	Law books for public libraries
Hewins, Caroline M..	pub. lib'n Hartford Ct.	3	Children's books
Hill, F. P.....	pub. lib'n Brooklyn N. Y.	2	Library administration
Hopkins, A. H.....	pub. lib'n Louisville Ky.	1	The library, the museum and the new education
Hunt, Clara W.....	sup't children's dep't, Brooklyn Public Library	1	The successful children's librarian
		1	Planning and equipment of the children's room
		1	Selection of books for the children's room
Kent, H: W.....	lib'n Grolier Club, New York	1	What constitutes a well-made book?
Kroeger, Alice B....	lib'n Drexel Institute.....	1	Reference work
		1	Place of the library in technical education
Laer, A. J. F. van..	archivist N. Y. State Library	1	Manuscripts in the State Library
Peck, A. L.....	lib'n Gloversville (N. Y.) Free Library	1	Book buying
Plummer, Mary W..	director Pratt Institute Library School	2	Poetry for children
Putnam, Herbert....	librarian of Congress	1	Qualities of a successful librarian
Richardson, E. C....	librarian Princeton Univ.	2	Books and libraries in the 13th century
Routzahn, E. G.....	field secretary American League for Civic Improvement	1	Relation of libraries to civic improvement
Sharp, Katharine L..	head lib'n Univ. of Illinois	2	College library administration
Thacher, J: B.....	author	2	Evolution of the book
		1	Autographs and prints illustrating the French Revolution
Wyer, J. I. jr.....	lib'n Univ. of Nebraska	4	Government documents

Full course students 1904. The classes for the year were:

Seniors, class of 1904

Barker, Beatrice J., Providence R. I. Ph.B. (Brown) 1895
 Clarke, Mary Reynolds, Whitinsville Mass. Wellesley 1876-78; Smith 1879-80
 Goodrich, Nathaniel Lewis, Utica N. Y. B.A. (Amherst) 1901
 Groves, Charlotte Elizabeth, Alfred N. Y. B.A. (Wilson) 1899
 Ketcham, Ethel Belden, Dover Plains N. Y. B.A. (Radcliffe) 1899
 Leupp, Harold Lewis, New York, B.A. (Cornell) 1902
 McCollough, Ethel Farquhar, Franklin Ind. Ph.B. (Franklin) 1901
 McKay, Mabel, Dunkirk N. Y. Vassar 1898-1900
 Mumford, Rosalie, Detroit Mich. Vassar 1894-96

- Pearson, Edmund Lester, Newburyport Mass. B.A. (Harvard) 1902
 Peck, Harriet Rosa, Gloversville N. Y. B.L. (Mt Holyoke) 1902
 Reed, Lois Antoinette, Rochester N. Y. University of Rochester 1900-2
 Rose, Ernestine, Bridgehampton N. Y. B.A. (Wesleyan) 1902
 Saleski, Mary Agnes, New York, B.A. (Wesleyan) 1900
 Tweedell, Edward David, Providence R. I. Ph.B. (Brown) 1900
- Juniors, class of 1905**
- Abraham, Frederika, Rutland Vt. B.A. (Vermont) 1903
 Attwill, William Henry, Arlington Mass. Mass. Inst. of Technology 1882-85;
 B.S. (Harvard) 1900, postgraduate course 1900-1
 Avery, Maurice Hussey, Nashua N. H. B.A. (Dartmouth) 1903
 Beal, Minnie Martha, Ypsilanti Mich. Graduate Michigan State Normal
 Col. 1893; B.A. (Michigan Univ.) 1901
 Beattie, Mabelle Benton, Buffalo N. Y. B.A. (Washington State Agricultural
 Col.) 1901; M.A. (Hiram) 1903; B.A. (Nebraska) 1904
 Blanchard, Alice Arabella, Montpelier Vt. B.L. (Smith) 1903
 Craig, Clara Louisa, Lincoln Neb. B.A. (Nebraska) 1903
 Cruikshank, Alice Dorothy, Goshen N. Y. B.A. (Smith) 1902
 Dunham, Mary Eleanor, Richmond Ind. Univ. of Colorado 1895-96; B.A.
 (Indiana) 1898; Yale Univ. Graduate School 1899-1901
 Eastwood, Mary Edna, Albany N. Y. B.A. (Vassar) 1899
 Eaton, Annie Thaxter, New York, B.A. (Smith) 1903
 Ernst, Marie Antoinette, Watertown Wis. Northwestern Univ. Watertown
 Wis. 1892-96; B.A. (Wisconsin) 1897
 Frost, Elizabeth Rollins, Dover N. H. B.L. (Smith) 1903
 Gillette, Fredericka Botsford, Ann Arbor Mich. B.A. (Michigan) 1903
 Gilson, Marjary Lawrence, Winthrop Me. B.A. (Smith) 1902
 Goodwin, John Edward, Madison Wis. B.L. (Wisconsin) 1901
 Groves, Mary Mann, Coudersport Pa. B.A. (Wilson) 1903
 Hansen, Nicholas, Minneapolis Minn. B.A. (Minnesota) 1903
 Harron, Mrs Julia (Scofield), Penn Yan N. Y. B.A. (Vassar) 1897
 Hirshberg, Herbert Simon, Brookline Mass. B.A. (Harvard) 1900
 Hygen, Dorthea Helene, Kristiania Norway, Ph.B. (Det Kongelige Norske
 Frederiks Univ. Kristiania) 1890
 Jewett, Walter Kendall, Pittsfield Mass. B.A. (Brown) 1891; M.D. (Har-
 vard) 1895
 Linn, Mrs Frances (Burns), Brooklyn N. Y. B.A. (Ohio Wesleyan) 1893
 McKee, Alice Doty, Aurora O. Ph.B. (Berea) 1903
 Mitchell, S. Louise, Kenosha Wis. Ph.B. (Lake Forest) 1886
 Mitchell, Sydney Bancroft, Montreal Canada, B.A. (McGill) 1901, M.A. 1904
 Nerney, May Childs, Albany N. Y. B.A. (Cornell) 1902
 Perkins, William Abbott, Lynn Mass. B.A. (Bowdoin) 1883, M.A. 1886;
 Yale Divinity School 1885-86; graduate Andover Theological Sem. 1888;
 Harvard Univ. Graduate School 1892-93
 Post, Aurelian, Clinton N. Y. B.A. (Hamilton) 1891, M.A. 1899; B.D. (Yale
 Divinity School) 1894, postgraduate course 1894-95
 Riggs, Alice Winifred, Pittsburg Pa. Ph.B. (College for Women of Western
 Reserve Univ.) 1901
 Solis-Cohen, Leon M., New York, B.S. (College of the City of New York) 1899
 Vogleson, Helen Elizabeth, Columbiana O. Lake Erie Col. 1898-1900; B.A.
 (Mt Holyoke) 1903

Wright, Rebecca Whitney, Montpelier Vt. B.A. (Radcliffe) 1903
 Wynkoop, Asa, New York, B.A. (Rutgers) 1887; graduate Union Theological Sem. 1892; fellow in philosophy, Columbia Univ. 1892-94; Marburg (Germany) Univ. 1902

Summer course students 1904. The 15 students of the eighth summer course were:

Davison, Carolina Virginia, assistant catalogue dep't Enoch Pratt Free Library, Baltimore
 Eldred, Helena, Vassar College, 1901-3 assistant librarian Battle Creek (Mich.) Public Library
 Flattery, Amanda Moore, Detroit Mich. B.A. (Wooster) 1877
 Johnston, Ursula K., temporary assistant Binghamton (N. Y.) City School Library
 Lidgerwood, Ethel, assistant circulating dep't Montague branch, Brooklyn Public Library
 McKnight, Grace Marion, assistant Cohoes (N. Y.) Public School Library
 Meyer, Emma, librarian Delphi (Ind.) Public Library
 Minor, Mrs Kate (Pleasants), assistant Virginia State Library
 Otis, Mabel Louise Mary, cataloguer Williamsburg branch, Brooklyn Public Library
 Peckham, Mary Cogswell, assistant Jamestown (N. Y.) High School Library
 Prentiss, Mabel Emerton, librarian Pomona (Cal.) Public Library
 Price, Carrie Rush, assistant Jamestown (N. Y.) High School Library
 Reed, Elsie M. general assistant Bedford branch, Brooklyn Public Library
 Van Zandt, Ethel Jean, assistant Pruyn Library, Albany N. Y.
 Vaughan, Lelia M. librarian Schuylerville (N. Y.) Free Library. 5 weeks

Private instruction. Special instruction was given this year to three students outside the school and library; i.e. to Miss Jane Brower, summer course 1899, librarian of the Albany (N.Y.) Free Library, and Miss Augusta Berchman Walsh, summer course 1901, librarian of the Pine Hills branch, Albany Free Library, in elementary cataloguing and elementary dictionary cataloguing, December 1903 to March 1904, and to William Evans Jenkins B.A. (Indiana) 1891, M.A. (Stanford) 1894, under appointment as librarian of Indiana University, in classification, bibliography, cataloguing and dictionary cataloguing, January to May 1904.

Staff instruction. 21 State Library assistants increased their efficiency by taking courses in the school, on their own time. The library makes no charge for such tuition as it benefits so directly by the increased usefulness of the staff members. 19 courses were chosen.

COURSES	MEM- BERS OF STAFF	COURSES	MEM- BERS OF STAFF
Elementary bibliography.....	4	Senior seminar.....	1
Elementary selection of books.....	1	Advanced bibliography.....	1
Elementary cataloguing.....	6	Advanced selection of books..	2
Elementary dictionary cata- loguing.....	4	Library buildings.....	3
Elementary classification.....	7	Advanced cataloguing.....	1
Elementary reference work....	3	Advanced dictionary cata- loguing.....	2
Loan department.....	3	Advanced reference work.....	3
Binding.....	1	History of libraries.....	2
Shelf department.....	1	American libraries.....	1
Indexing.....	6		

Positions. Of a total of 1202 positions filled before Oct. 1, 1904, 503 have been in New York, 640 in 31 other states, 47 in the District of Columbia and 12 in 5 foreign countries. 94 new positions were filled by our graduates and students last year, 33 in New York, 51 in 15 other states, 7 in the District of Columbia, and 3 in Canada. Of 24 positions now filled by Library School students in Washington 11 are in the national library, including 1 appointment made this year.

12 Library School students took the state civil service examination held Feb. 27 for positions as State Library assistants and 15 took that held May 21. Of these 5 have been appointed.

Positions filled 1904

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
1888 Plummer, Mary W.	lecturer on history of libraries lecturer	Wisconsin Summer School for Library Training Winona (Ind.) School for Li- brarians
1889 Prescott, Harriet B.	director apprentice class	Columbia University Library
1891 Crawford, Esther	instructor in classification and cata- loguing	Western Reserve Univ. Library School
Dexter, Lydia A.	cataloguer	Brooklyn Public Library
1892 Davis, Mary L. Robbins, Mary E.	assistant instructor assistant professor of library science director library department	Chautauqua Library School Simmons College, Boston Simmons College, Boston
1893 Van Hovenberg, Alma R.	cataloguer	Brewster (N. Y.) Public Library
1895 Bowerman, G. F.	librarian	District of Columbia Public Li- brary
Champlin, G. G. Cone, Jessica G.	sublibrarian (reference and loan) classifier and cataloguer classifier and cataloguer assistant librarian	New York State Library Malone (N. Y.) District School Library Colgate Univ. Library West Virginia Univ.

Positions filled 1904 (continued)

<i>Name and class</i>	<i>Position</i>	<i>Institution and place (unless implied)</i>
Watson, W: R:	assistant librarian	California State Library
¹⁸⁹⁶ Biscoe, Ellen D. Herron, Winifred A.	assistant cataloguer	New York State Library Worcester (Mass.) Free Public Library
¹⁸⁹⁷ Abbot, Etheldred Lord, Isabel E.	1st assistant Williamsburg branch librarian	Brooklyn Public Library Pratt Institute, Brooklyn
¹⁸⁹⁸ Hunt, Clara W. Rogers, Florence S. Wyer, J. I.	in charge apprentice class senior assistant cataloguing dep't lecturer on public documents	Brooklyn Public Library Brooklyn Public Library Wisconsin Summer School for Library Training
¹⁸⁹⁹ McCall, Catharine	classifier and cataloguer	Moore Memorial Library, Greene N. Y.
Mathews, Mrs J. F. (Holmes)	substitute librarian junior assistant cataloguing dep't	Newark (N. Y.) Public Library Brooklyn Public Library
Shaw, R. K.	librarian	Brockton (Mass.) Public Library
Windsor, P. L.	director library economy course	Texas Univ.
Wood, Harriet A.	librarian	Cedar Rapids (Ia.) Free Pub- lic Library
¹⁹⁰⁰ Crump, R: L.	assistant	Library of the Association of the Bar of the City of New York
Patout, Nellie B. Stewart, Irene	assistant Bedford branch cataloguer	Brooklyn Public Library Carnegie Library, Pittsburg Pa.
¹⁹⁰¹ Brown, C: H. Green, W. C.	reference librarian librarian and secretary of faculty	John Crerar Library, Chicago Meadville (Pa.) Theological School
Smith, Marie M.	children's librarian and general as- sistant	Rosenberg Library Ass'n, Gal- veston Tex.
Virgin, E: H.	librarian	General Theological Seminary, New York
Vought, Sabra W.	instructor in reference work and bibliography	Winona (Ind.) School for Li- brarians
Williams, E: C.	instructor in trade and national bib- liography, order dep't, reference work	Western Reserve Univ. Library School
Woodin, Gertrude L.	assistant catalogue division library clerk, Bureau of Animal In- dustry	Library of Congress U. S. Department of Agriculture
¹⁹⁰² Barr, C: J.	assistant librarian lecturer on reference work	John Crerar Library, Chicago Winona (Ind.) School for Li- brarians
Colcord, Mabel	classifier and cataloguer	Nevada (Ia.) Public Library
Davidson, I. F.	librarian Bureau of Entomology librarian and instructor	U. S. Department of Agriculture St Stephen's College, Annan- dale N. Y.
Pope, S. E.	librarian	Insurance Library Ass'n, Boston
Rodgers, Anna H.	instructor in cataloguing and classi- fication	McGill Univ. Summer School in Library Economy
Smith, Mary A. Wade, Edith S.	librarian librarian	La Crosse (Wis.) Public Library South Bethlehem (Pa.) Public Library
¹⁹⁰³ Bacon, Corinne Bennett, Bertha I.	instructor scientific assistant in Library of Sci- ence	New York State Library School U. S. Department of Agriculture
Clarke, Mary R.	librarian	Levi Heywood Memorial Li- brary, Gardner Mass.
Draper, Annie E.	in charge Bureau of Chemistry Li- brary	U. S. Department of Agriculture
Hepburn, W: M. McCurdy, R. M.	librarian cataloguer	Purdue University Gardner A. Sage Library, New Brunswick N. J.
Seligberg, Ella R.	1st assistant librarian and instructor in library school	Drexel Institute, Philadelphia

Positions filled 1904 (concluded)

Name and class	Position	Institution and place (unless implied)
Tweedell, E: D:	assistant	New York State Library
Waters, Caroline E.	classifier and cataloguer	Bellevue (O.) Public Library
	classifier and cataloguer	Private library of J. A. Wright, Bellevue O.
Whittlesey, Julia M.	cataloguer	Paterson (N. J.) Public Library
	instructor in library dep't	Simmons College, Boston
	instructor in order and accession records, duplicates and gifts, se- rials, loan systems	Western Reserve Univ. Library School
Wyer, M. G.	acting librarian	Iowa Univ.
1904		
Barker, Beatrice J.	assistant	New York State Library
Dunham, Mary E.	1st assistant	Texas University Library
Emerson, Margaret A.	instructor department of library economy	Syracuse Univ.
Goodrich, N. L:	assistant	New York State Library
Hyde, Mary E.	proof reader and general assistant	California Academy of Sciences Library, San Francisco
Leupp, H. L:	assistant	New York State Library
	assistant reference librarian	John Crerar Library, Chicago
McCollough, Ethel F.	librarian	Elwood (Ind.) Public Library
Mumford, Rosalie	assistant	N. Y. State Home Education Dep't
Peck, Harriet R.	assistant	Detroit Public Library
	assistant instructor	Chautauqua Library School
Rose, Ernestine	1st assistant Wylie Av. branch	Carnegie Library, Pittsburg Pa.
Spafford, Martha E.	assistant librarian	Wesleyan Univ.
	cataloguer	Lenox (Mass.) Library
	cataloguer	Powers Library, Moravia N. Y.
	cataloguer	Paterson (N. J.) Public Library
Wead, M. Eunice	assistant catalogue division	Library of Congress
Whitbeck, Mrs. Alice (Grover)	assistant cataloguer	Mechanics Institute Library, San Francisco
	children's librarian	Berkeley (Cal.) Public Library
1905		
Avery, M. H.	assistant	Nashua (N. H.) Public Library
Ernst, Marie A.	cataloguer	Virginia Polytechnic Institute, Blacksburg
Gilson, Marjary L.	assistant	N. Y. State Home Education Dep't
Hansen, Nicholas	assistant	New York State Library
Hirshberg, H. S.	classifier and cataloguer	Morse Institute, Natick Mass.
	assistant	New York State Library
Hygen, Dorthea H.	assistant catalogue dep't	Harvard Univ. Library
Mitchell, S. B.	instructor in reference and loan sys- tems	McGill Univ. Summer School in Library Economy
	cataloguer	McGill Univ. Library
Mitchell, S. Louise	assistant cataloguer	Brooklyn Public Library
Perkins, W: A.	indexer	A. L. A. Publishing Board, Bos- ton
Solis-Cohen, L. M.	classifier and cataloguer	U. S. Military Academy, West Point N. Y.
Vogleson, Helen E.	cataloguer	Paterson (N. J.) Public Library

Publications. The printing summary for 1904 shows that there were printed for the Library School 5 books, bulletins and hand-books, 16 blank forms (not including stationery) and 8 circulars, a total of 37,900 different copies.

The revised edition of the *Selection of Cataloguers Reference Books in New York State Library* issued in November owes much to the rare accuracy, patience and bibliographic skill of Miss Jennie D. Fellows (Library School '97) who had charge of editing. That this work is appreciated by others than students who use the list as a textbook, is shown by constant demands for the bulletin from many states.

Chautauqua summer school. The fourth session of the Chautauqua Library School of which the director of the New York State Library School is general director was held July 9-Aug. 19. Its work is briefly recorded in our general report because it gives (in our own state and under our director and a faculty of our graduates), the general short summer course which we no longer offer since adopting our rotation plan under which we give in four consecutive years (1) cataloguing and classification, (2) reference work and bibliography, (3) library administration, (4) selection of books and reading. The Chautauqua course thus takes the place of our general course.

There were 40 students from 13 states, 13 from New York, 7 from Pennsylvania, 5 from Ohio, 4 from Illinois, 2 each from Indiana and Texas and 1 each from Connecticut, Maine, Maryland, Michigan, Missouri, New Hampshire and South Carolina. In the four years this Chautauqua course has had 130 students representing 27 different states. The full list of the class is in *Library Journal*, Oct. 1904, 29: 547-48.

Miss M. E. Hazeltine, resident director of the school, was assisted by Miss M. E. Robbins, '92, director library department, Simmons College, Boston, Miss M. L. Davis, '92, instructor in cataloguing, Pratt Institute Library School and Miss H. R. Peck B.L.S. '04.

Lectures were also given by Mr and Mrs H. L. Elmendorf, W. R. Eastman, Miss M. E. Ahern, A. L. Peck, and the director of the state school.

The general course offered included accession department work, cataloguing, classification, bibliography and reference work as the major subjects, with special lectures on book selection and ordering, buildings and fittings, business relations and library administration.

A special course on care and cataloguing of maps was given by Miss Davis, and attendance on the lectures of Miss Marie Shedlock, in the regular Chautauqua lecture course, was required.

The following extract from the announcement circular gives admission requirements and expenses of the Chautauqua course:

Admission. The school does not assume to give a complete library course in six weeks, but aims to train those already in libraries for more efficient service. Therefore only those candidates are admitted who are already engaged in library work.

Entrance examinations are not required, but candidates are expected to have had a high school course or its equivalent, as the minimum basis of general education, and at least one year's successful experience in actual library work to enable them to under-

stand and profit by the technical instruction which will be beyond those without such preparation.

Expenses. Tuition fee is \$20 for the course, to which is added the regular gate fee of \$5 charged every one at Chautauqua to cover cost of an elaborate program of lectures, concerts, entertainments, etc. free to all. Necessary textbooks, note books, catalogue cards, and various technical fittings to be retained as personal property cost probably \$6-\$10. Good board can be had from \$7 a week upwards.

Calendar, 19th school year, 1904-5

1904		
Oct.	5	School opens Wednesday a.m.
Nov.	8	Election day, holiday, Tuesday
Nov.	23-28	Thanksgiving recess, Wednesday noon to Monday noon
Dec.	23	Christmas recess begins Friday a.m.
1905		
Jan.	4	Lectures begin Wednesday a.m.
Feb.	13	Lincoln's birthday holiday, observed Monday
Feb.	22	Washington's birthday, holiday, Wednesday
Mar.	29-31	Course examinations Wednesday-Friday
Ap.	4-17	Visit to New York, Philadelphia, Baltimore and Washington libraries
Ap.	18	Lectures begin Tuesday a.m.
May	18	Summer course begins Thursday a.m.
May	30	Memorial day, holiday, Tuesday
June	16-17, 20-22	Course examinations, Friday-Saturday, Tuesday-Thursday
June	23	School closes Friday p.m.
June	30	Summer course closes Friday p.m.

Results of unification. The first six months under the new law unifying the two state departments has brought only benefits to the Library School. The Board of Regents reduced from 23 to 11, now meets in the Commissioner's room, giving the students exclusive use of the 7th story lecture room. The walls have been hung with pictures of library buildings. Our great library museum has been transferred to light and airy quarters where anything needed can be immediately secured during school exercises, and where students can have ample opportunity for studying the collections. The rooms occupied for storage and repair of apparatus on the floors under the lecture room have been turned over to the library for greatly needed storage of books, thus doing away with the frequent annoyance from the noise of machine work during lectures.

While the school like the library will be constantly embarrassed till we have an adequate building, the year has been in a high degree successful. The spread of sympathy and helpfulness between faculty, staff and students, which has always been noticeable in the school, has never been more marked than in the past year, and experience has proved the wisdom of recent changes which raised the standard of admission and improved the work of the course at various points.

Respectfully submitted

MELVIL DEWEY

Director

State Library, Dec. 1904



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NEW YORK STATE LIBRARY BIBLIOGRAPHIES

Mostly original bibliographies presented by Library School students as a condition of graduation.

Volume 1 Cloth \$1.50, lacking no. 5; unbound \$1.25, lacking no. 5, 15-17

Bb 1 Guide to the Study of J. A. M. Whistler. 16p. May 1895. 25c.

Bb 2-4 Colonial New England; Travel in North America; History of the 17th Century. 80p. July 1897. 15c.

Bb 6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.

Bb 9-11 Netherlands; Renaissance Art; History of Latter Half of 15th Century. 128p. Ap. 1898. 15c.

Bb 12 Best Books of 1897. 28p. June 1898. [25c]

Bb 13 Fairy Tales for Children. 30p. June 1898. [25c]

Bb 14 Index to Subject Bibliographies in Library Bulletins to Dec. 31, 1897. 62p. Aug. 1898. 10c.

Bb 18 Best Books of 1898. 28p. May 1899. 5c.

Bb 19 College Libraries in the United States. 52p. Dec. 1899. 10c.

Bb 20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.

Volume 2 cloth \$1.50; unbound \$1.25

Bb 21 Best Books of 1899. 28p. May 1900. 5c.

Bb 22 Domestic Economy. 144p. Jan. 1901. 15c.

Bb 23 Connecticut Local History. 114p. Dec. 1900. 15c.

Bb 24 New York Colonial History. 274p. Feb. 1901. 35c.

Bb 25 China and the Far East. 122p. Mar. 1901. 20c.

Bb 26-27 Fröbel and the Kindergarten; Reading List for Children's Librarians. 92p. May 1901. 15c. Bb27 separately, 5c.

Bb 28 Maine Local History. 148p. June 1901. 20c.

Bb 29 Best Books of 1900. 32p. July 1901. 10c.

Bb 30 Class List of a \$500 Library Recommended for Schools. Ed. 3. 82p. July 1901. 15c.

Volume 3 50 cents to advance subscribers

Bb 31 Monopolies and Trusts in America. 38p. Oct. 1901. 10c.

Bb 32 Biography for Young People. 60p. Nov. 1901. 15c.

Bb 33 French Government Serials. 72p. Jan. 1902. 15c.

Bb 34 Best Books of 1901. 30p. June 1902. 10c.

Bb 35 Best Books of 1902. 36p. July 1903. 10c.

Bb 36 Cataloguers Reference Books. 186p. Nov. 1903. 25c.

Bb 37 Best Books 1903. 46p. July 1904. 10c.

Manuscript bibliographies. The following bibliographies are available in manuscript for consultation in the library or may be lent under certain conditions.

Phillips Brooks. Hawthorne. Ben Jonson. Charles Kingsley.

Poems on Lincoln, Grant, Sherman and Sheridan. J. L. Motley.

R. L. Stevenson. Charles Sumner. Bayard Taylor. John Wesley.

Members of A. L. A. Lists of Books for Children. Higher Criticism

of the Old Testament. Christian Art. Church History. Clubs for

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Municipal Government. Politics and Party Government in New

York City. New Philanthropy. Education of Women. Index to

University Extension Periodicals. English Works on King Arthur

and the Round Table. Household Economics. Art of the 17th

Century. Some Famous Cathedrals. 10 Popular Paintings. Pho-

tography, 1880-98. Wagnerian Music Drama. Greek and Latin

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States. Cycling. Angling, 1883-93. Minor American Poetry,

1860-97. English Literature of Later 18th Century. Fiction for

Girls. Russian Realists. Graded List of History and Travel.

English and American Explorations in Africa since 1824. Litera-

ture Relating to the Hudson River. Adirondack Mountains.

Travels West of the Mississippi prior to 1855. 200 Books in Biog-

raphy for Popular Library. Josephine and the Women of her

Time. History of the 16th Century. Edinburgh. Missouri in the

Civil War. Maryland; Colonial and Revolutionary History. Clas-

sified Index to *Library Journal*, v. 1-12.

New York State Education Department

NEW YORK STATE LIBRARY AND HOME EDUCATION

The State Library includes general, sociology, law, medical, education and history libraries, library for blind and the Library School. Besides the usual work of a great reference library, its field covers compilation of catalogues, bibliographies, indexes, reference lists and other aids and guides for readers not having direct access to the library, lending books to students and promotion of the general library interests of the State.

As the library was founded for the benefit of the whole State, books not readily accessible elsewhere and not so much used at Albany as to make their brief absence from the shelves serious are lent under rules guarding against loss or undue detention to:

- 1 Any institution in the University.
- 2 Any registered public or free library.
- 3 Responsible heads of state institutions, departments or courts, or to those connected with the state government and needing books for use in their official work.
- 4 Registered study clubs, extension centers, summer schools or other recognized educational agencies.
- 5 Any resident of the State making studies or investigations in which he needs the assistance of the State Library, provided that his responsibility is known to the library or that he gives satisfactory references or makes a deposit covering the value of the books.

The State Library recognizes this lending of books to distant points as a very important part of its work and aims to be of service to the largest number possible of those needing its assistance, not only in lending but in recommending the best books and in furnishing, through its Home Education Department devoted specially to such work, printed or manuscript aids to those pursuing studies or courses of reading without a teacher.

The Home Education Department includes promotion, sympathetic assistance and supervision of study clubs, literary clubs, summer, vacation, evening and correspondence schools and other forms of extension teaching, lecture courses and other agencies for promoting and extending more widely opportunities and facilities for education to those unable to attend the usual teaching institutions.

The most potent factors in this work are: (1) putting the best reading and pictures within reach of all citizens by public, traveling, house and home libraries and annotated book lists; (2) stimulating formation of study clubs, helping on programs, and lending books and pictures. There are now about 600 of these clubs registered as doing 10 or more weeks consecutive, systematic work on some approved specific subject; (3) the aid given in organizing new and increasing efficiency of established libraries by the public libraries section, through which the State yearly expends about \$50,000 for the benefit of free libraries. This section is devoted to promoting general library interests of the State and in all practicable ways assisting communities willing to do their part in providing the best reading for their citizens.

N. Y. State Library

Published monthly by the

New York State Education Department

BULLETIN 139

MAY 1905

New York-State Library

MELVIL DEWEY Director

Bulletin 94

LIBRARY SCHOOL 19

INDEXING

PRINCIPLES, RULES AND EXAMPLES

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State Library Albany N. Y. Mar. 1, 1905

Hon. A. S. Draper

Commissioner of Education

DEAR SIR: The accompanying brief treatise on indexing is submitted for publication in the Library School series. It has been prepared by Miss Martha T. Wheeler, instructor in indexing, with assistance from Miss Elva L. Bascom, and is the outgrowth of several years practical work in making and supervising indexes to Regents publications and experience in teaching the subject in the Library School. The bulletin will not only meet school needs but enable us to answer much more satisfactorily than hitherto possible the many inquiries coming to us about principles and practice of indexing.

MELVIL DEWEY

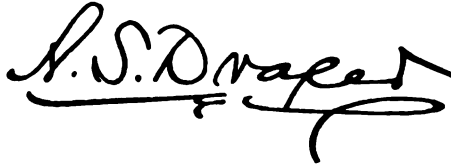
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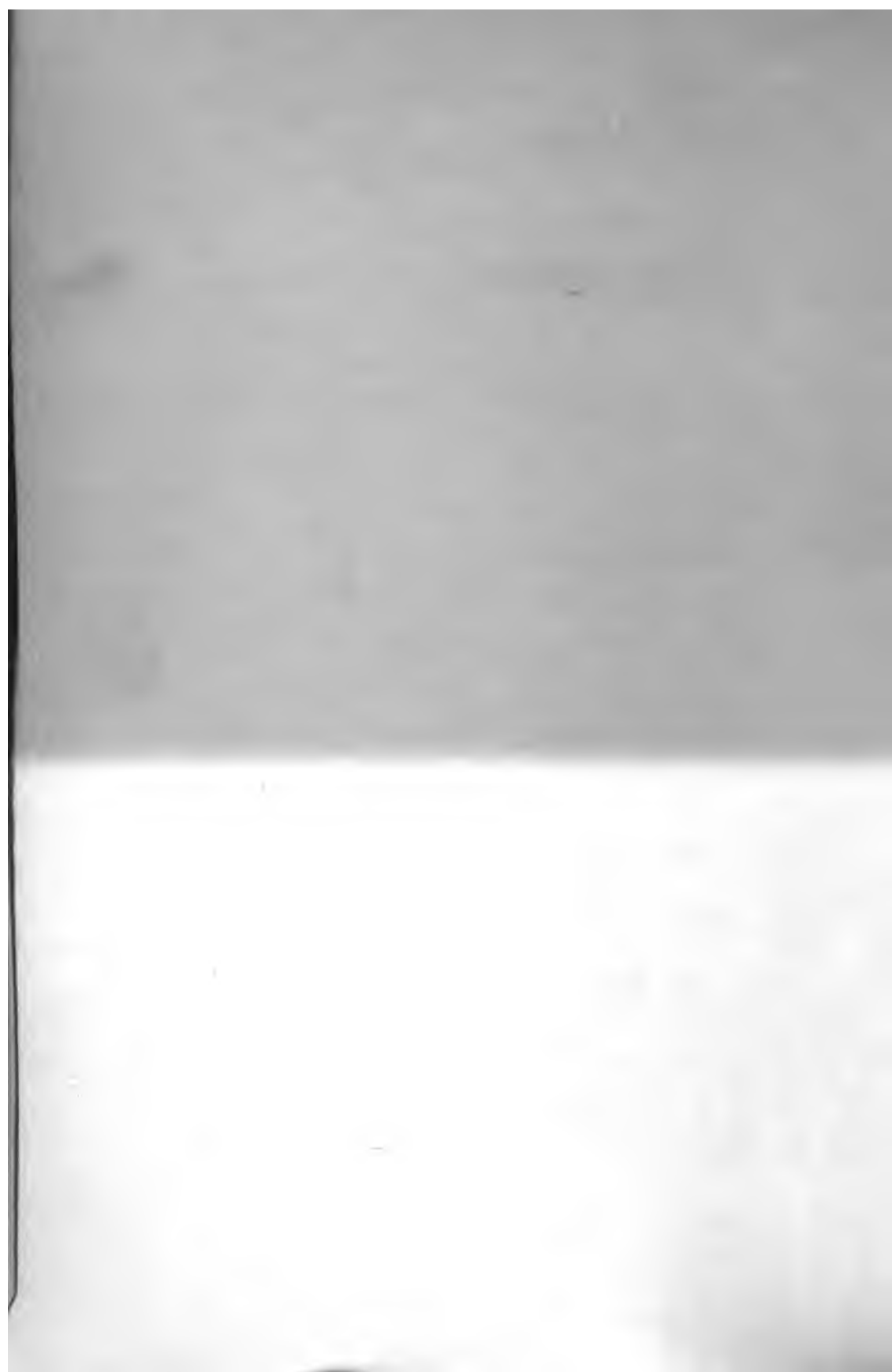
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COMMISSIONER'S ROOM

Approved for publication Feb. 3, 1905

A handwritten signature in black ink, reading "A. S. Draper". The signature is written in a cursive style with a large, sweeping "D" and a long, horizontal flourish extending to the right.

Commissioner of Education



New York State Library

MELVIL DEWEY Director

Bulletin 94

LIBRARY SCHOOL 19

INDEXING

PRINCIPLES, RULES AND EXAMPLES

Importance. The importance of book indexes is so widely recognized and the want of them so frequently deplored that no argument in their favor seems necessary. There is however too little appreciation on the part of publishers and authors of the value and difficulty of good indexing. In a valuable paper on "Indexing" published in *Library Journal* 17:406, afterward separately reprinted but now out of print, J. B. Nichols says:

A book without an index is like a locked chest without the key; each may contain valuable treasures, but neither can be gotten into. The sense of insecurity and uncertainty which the student feels in the use of an index on which he can not rely is something very annoying. Nothing impairs the usefulness of a book like the lack of a proper index; and nothing enhances its value so much as being provided with one.

There are few if any branches of clerical work that require higher intellectual faculties for their satisfactory and successful performance than general indexing. To index a branch of knowledge satisfactorily requires a considerable knowledge of it, of its classifications, of its synonyms, of its species and genera. General qualities required are good taste, good judgment, and a habit of conciseness and of liberal and comprehensive thought. Above all, what may be called the "index sense" is required—that is, the ability to feel instinctively, at the first glance, what and how subjects should be indexed in all their ramifications; the sense that is in touch with searchers, and appreciates just how subjects will be looked for and how to arrange so that they can most readily be found. Experience is the only school in which these qualifications can be gained.

It is remarkable, in view of the manifest usefulness of good indexes, how many books there are unprovided with them; and how many more are provided with indexes of an inferior kind which are inaccurate, insufficient and unreliable. The trouble is not that the importance of reliable indexes is not generally appreciated, but that the work of indexing is left to inexperienced and unsci-

entific hands. It is not generally recognized that a really good index can not be made except by persons with special skill and special experience; that indexing is an art in itself, and it is unreasonable to expect satisfactory results from untrained hands. Not even authors are qualified to index their own work, unless they happen to possess familiarity with the principles and practice of indexing. None but the author, it is true, has such an intimate knowledge of the subject—and such knowledge is essential in indexing; but if he lack those special qualifications which are requisite in work of this kind, he can not be depended on to make a good index.

A book now on the market and in its ninth edition contains in the index the item "Hell on earth"; on the page referred to is an account of persons kept in a constant state of anxiety and terror, the expression quoted being used to indicate in a forcible way the mental condition. Among other curiosities in the same index are the following items: "Maxim," "Quotations at beginning of chapters," "Something to avoid." More absurdly useless entries it would be difficult to make; articles and prepositions and conjunctions might as well be indexed; and yet similar instances of faulty indexing could be multiplied indefinitely.

Unalterable rules impossible. It is not possible to devise rules which will secure satisfactory treatment in all cases, but a few general principles may be stated which will aid the indexer able to apply them with good judgment to specific problems. The indexing problem changes with each new book undertaken. To meet the needs of different classes of seekers and to suit various types of books, rules entirely satisfactory in one case must be varied in the next and perhaps ignored or even reversed for a third. Yet while the indexer who follows the same rules under all circumstances must inevitably do some inferior work, an index compiled without a basis of well formulated rules is almost worse than none.

Importance of plan. In each case a well considered and well defined plan must be determined on in advance and followed throughout. This is necessary to secure completeness and consistency, to avoid misleading searchers, and to keep the size of the index within proper limits. The length of an index depends on the minuteness and detail to which the subjects are indexed, and on the fulness of the entries. It is necessary in advance to fix a degree of minuteness and detail to which the work shall be carried, and to settle the style of the entries. Nichols

Codes. Many indexing rules are practically identical with those used in preparing library catalogues, and forms of statement in the following pages as well as illustrative examples have in many cases been taken from C: A. Cutter's *Rules for a Dictionary Catalogue* and Melvil Dewey's *Library School Rules* and *Simplified Library School Rules*. In these manuals many more rules may be

found with illustrations, which would aid in compiling indexes to bibliographies, genealogies and other works comprising many names, though often inapplicable to general subject indexing. Statements and illustrations are also borrowed from Mr Nichols's paper already quoted.

Index defined. An index, as defined in the *Century Dictionary*, is "a detailed alphabetic (or rarely, classified) list or table of topics, names of persons, places, etc. treated or mentioned in a book or series of books, pointing out their exact positions in the volume." The word is derived from the Latin *indicare*, to point out, to show. Nichols gives the following definition: "An index is a table or list of references, arranged usually in alphabetical order, to subjects, names and the like, occurring in a book or other matter." W: I: Fletcher, who has had long experience as editor in chief of *Poole's Index to Periodical Literature*, in a paper on "Indexing" prepared for the world's library congress at the Columbian Exposition, after drawing a distinction between catalogues, bibliographies and indexes, says: "An index is an arrangement (generally alphabetic but sometimes classified) of the analyzed contents of one book, or of the books in a certain class, and is intended to show in what books and in what places in those books information is to be found on certain subjects."

Alphabetic vs classified indexes. All these authorities imply that the classified index is exceptional. In ordinary book indexes it is generally conceded to be inconvenient and few will question the dictum of the veteran indexer, H. B. Wheatley [*What is an Index?* p. 56] that "an index should be one and indivisible, and not broken up in several alphabets." Curious exceptions may be found, which serve to emphasize the value of this rule. Huchins's *Dorset*, brought out in a new edition in 1874, has eight separate indexes, i. e. 1 Places; 2 Pedigrees; 3 Persons; 4 Arms; 5 Blazons; 6 Glossarial; 7 Domesday; 8 Inquisitions. A work in six quarto volumes, entitled *Canada: an Encyclopaedia of the Country*, is provided with a slender index volume divided into no less than 23 sections, 11 of which are arranged alphabetically, the remaining 12 being contents grouped under class headings and arranged in order of occurrence.

Indexes to sets. A work in several volumes should have an index to the whole in one alphabet at the end of the final volume. It is convenient to have the volumes also separately indexed, if that can be afforded and will not unduly increase their size. Nichols proposes as the ideal that each volume be provided with the complete index to the set.

DEFINITIONS OF TERMS

Subject. The *subject* is any event, place, person, fact, relation, topic, idea, or whatever is an object of thought and may become an object of search.

Entry. The *entry* is the word, phrase or combination of phrases expressing the subject or idea, together with any necessary modification and the page reference indicating where it may be found in the text. The following example is taken from the very full index to Eggleston's *Beginners of a Nation*:

Sabbath-keeping, early Puritan ideal of, 127

Heading. The *heading* is the word or words chosen to express the subject or idea, and stands at the beginning of the entry, determining its alphabetic position. In the above entry, the heading "Sabbath-keeping" represents the subject.

Modification. A *modification* is a word or phrase following the heading to indicate the character of information given in the passage referred to, or otherwise limit its meaning. In the entry above "early Puritan ideal of" is the modification.

Subhead. A *subhead*, or secondary heading, is a modification which is itself repeatedly modified, and therefore becomes the head of a separate group of submodifications under the main heading [see example on p. 492 under heading "Boundaries," where "Connecticut" is a subhead]. The subhead does not differ in form or character from the simple modification, and requires different treatment only because it has attracted to itself several differentiated references, and must be separately indented in printing to make the meaning clear.

Cross reference. A *cross reference* refers: (1) from a possible heading under which no page references are given to the chosen heading where they may be found ("see" reference); or, (2) connects headings which represent allied subjects or which contain related entries ("see also" reference):

Electric telegraph, *see* Telegraph

Limestone, *see also* Magnesian limestone

Numerous entries, subheads and cross references may be grouped under one heading. To "index under a certain word" means that that word is put first in the entry and becomes the heading.

FULNESS AND CHARACTER OF INDEXING

Minuteness of indexing must vary according to the character and uses of the book in hand. Generally speaking, the fuller an index is, without entering into valueless minutiae, the greater is its usefulness; a book half indexed would perhaps better have no index at all, since it is as likely to mislead as to assist. But books fre-

quently contain illustrative or explanatory matter or digressions of various kinds which, though useful in their connection, a reader would not anticipate from his knowledge of the subject, nor expect to find analyzed in the index; hence their inclusion under distinct headings is a waste of space. Too often limitation of space or the question of expense confronts the indexer, when a close estimate of the number of pages and the number of headings to a page must be made, and fulness in indexing regulated accordingly.

Indexer's first duty. The indexer's first duty, then, is to acquire a clear idea of the character, scope and general plan of the work to be indexed. If possible he should read it through. If indexing from proof received in sections, he must judge as best he can from the material in hand and from such information as he can secure from author or publisher. In all cases of doubt it is better to err on the side of too great fulness in the earlier stages of the work, since it is easier to cut out superfluities in revising than to pick up statements dimly remembered which prove important as the work develops.

Kinds of indexes. A book may require: (1) a general index of quite obvious subjects, as John Fiske's histories, G. W. Curtis's *Orations and Addresses*, Bryce's *American Commonwealth*, Darwin's *Descent of Man*; or, (2) an index of ideas, more or less difficult to reduce to alphabetic key words, as Emerson's *Essays* or Holmes's *Autocrat*; or, (3) a name index, as for botanies, atlases, genealogies etc.; or, (4) a word and phrase index, as Bartlett's *Familiar Quotations*. In the last case it is necessary to bring out such words as may have remained in the searcher's memory, through which he hopes to make whole a maimed and halting quotation. The following examples illustrate the difference between the indexing of words and the indexing of subjects:

And what is so rare as a day in June?
Then, if ever, come perfect days;
Then Heaven tries the earth, if it be in tune,
And over it softly her warm ear lays.

Here "June" is the very obvious subject, but entries are made in *Bartlett* under all the words underlined above. A second example:

What's gone and what's past help
Should be past grief.

Here the underlined words chosen for entry are all that would be sought by a person striving to recall a half forgotten quotation, but none of them represents the subject of the lines, i. e. the uselessness of *regrets* or *repining*.¹

CHOICE OF HEADINGS

Consider the character of the book to be indexed; what class of persons will generally consult it: high school pupils, scientific men, literary students, business men, trained bibliographers, inexperienced general readers? On what lines will they seek information? With these points in view, choose between technical and common, scientific and unscientific terms, and decide whether any system of cross reference between them, or possibly of double entry, is necessary. In a word, determine what is wanted and devise means of getting at it. A subject heading should be selected with great care since it is the alphabetic key to the matter it indexes, and the only guide to the modifications grouped under it. The indexer must put himself in the reader's place in choosing it. "Select such headings as are most likely to be *first* looked for by the searcher for such information as they contain." [Fletcher] Use the word in the text if it fulfils this requirement; if not, supply the preferred word, keeping in mind the following principles:

1 **Obvious key word.** Choose the obvious word, even if in doing so the more exact one is sacrificed. "The cataloguer and the index compiler too often arrange their entries under those headings which they consider readers and searchers *ought* to consult." [Clarke. *Practical Indexing*, p. 137] Not infrequently the text words, even when they express the idea with the greatest precision, are the last that would occur to the seeker, who has not the page before him to suggest them. The index maker must consult the popular vocabulary far oftener than the dictionary in selecting key words.

It may sometimes be important to use the exact terms of the text, e. g. in technical books or in works of writers of marked individuality in the use of language, whose peculiar expressions impress themselves on their readers; but in these cases such words *are*, from a certain point of view, the obvious words, and the apparent exception proves the rule. Emerson's oft quoted phrase "hitch his wagon to a star" furnishes an illustration. The passage reads:

I admire still more than the sawmill the skill which, on the sea-shore, makes the tides drive the wheels and grind corn, and which engages the assistance of the moon, like a hired hand, to grind, and wind, and pump, and saw, and split stone, and roll iron. Now that is the wisdom of a man in every instance of his labor, to hitch his wagon to a star and see his chore done by the gods themselves. That is the way we are strong, by borrowing the might of the universe.

Here the main idea, which runs through several pages, is that of man's utilization of the power of the universe, both physical and spiritual. It might be expressed in the index by several key words, none of which would be so likely to occur to the searcher who had previously read the passage or heard the phrase quoted, as the words "wagon" and "star," which represent it in the full index to the Riverside edition of Emerson's works; yet no one, hearing the phrase alone, fancies it to be about either wagons or stars. The quotation is often used to emphasize a different thought, that of the importance of high aims, an idea developed, though less definitely, later in the essay.

Take another striking passage from Emerson:

Every man takes care that his neighbor shall not cheat him. But a day comes when he begins to care that he do not cheat his neighbor. Then all goes well. He has changed his market cart into a chariot of the sun.

Here, following the principle illustrated above, entry might be made under "Market cart" and "Chariot of the sun," terms which linger in the reader's mind. But "cheat" is quite as likely to be recalled and the single entry found in the Emerson index under "Cheating, fear of being cheated and fear of cheating," which represents the idea of the paragraph perfectly, is probably sufficient.

2 Prefer common terms. Do not use learned or cumbrous words where simple and common ones will do as well.

3 Avoid unimportant words. Do not enter under the unimportant and chance words in a phrase; never use as key words prepositions, conjunctions, articles or equally obscure words. The inexperienced indexer often makes the blunder of appropriating as it stands a good descriptive phrase, which sets forth the subject adequately but furnishes no usable alphabetic key, or which must be rearranged to bring the significant word to the first place; e. g.

Desperate leap of a bird catcher

Growth of knowledge unconscious

Differences in quality of humor in men and women

4 Adjective headings. A heading should be a noun or a substantive phrase. Adjectives may, however, lead in a phrase, and thus determine the alphabetic place, where they form part of a name or well known term, and would be naturally sought by the user of the index; e. g. Alimentary canal, Carbolic acid, Domestic economy, Hereditary genius, Perpetual motion. An adjective alone does not constitute a complete heading.

5 Specific headings. Choose the specific term; e. g. "Golf" instead of "Games" if the discussion is confined to golf.

6, **Subject of book.** Avoid indexing under the main subject of the book, *unless it is the only word or group of words for which the searcher would look*; e. g. in a book on punctuation make headings "Comma," "Colon," etc. placing under the heading "Punctuation" such modifications as "different systems," "general rules," "modern practice," etc. The annual report of the director of the N. Y. State Library rarely contains index entries under "State Library" or "Library"; the reports on examinations in New York State have few entries under the word "Examinations." In such cases, since the entire volume relates directly to a single subject, the main heading is understood throughout; if expressed, it must precede nearly every entry, and would be ignored by the seeker, who would transfer his attention to the alphabetizing of the words following.

Perspective should always be kept in mind in determining plan. Each idea must be treated with reference to accompanying matter. In a work solely on New York the index might not contain the heading "New York," all matters treated being indexed under their individual terms; while in a work treating only in part of that state, subjects relating to it would be better indexed under the heading "New York." In a geographic work places would have preference and special attention in indexing; in *general* scientific works, the subjects discussed would furnish the important headings and place entry would be of secondary interest. "Geology in New York" in the former would be indexed under "New York"; in the latter, under "Geology." But entry under both might sometimes be necessary.

Sir Walter Scott's biography of Swift quotes the Dean's pathetic prophecy in the presence of a dying elm: "I shall be like that tree, I shall die at the top." This idea would in Swift's biography be indexed as "Death, his premonition of"; in a volume of miscellaneous essays, under "Swift, Dean, premonition of death"; in Bartlett's *Familiar Quotations* it appears under the key words "Tree," "Die" and "Top." In a collection of quotations, indexed under authors, it should be brought out under both Swift and Scott.

7 **Separate linked subjects.** In simple subject indexing do not link two subjects in one heading, even when they form a title; e. g.

New York, clay industry in
 New Jersey, clay industry in
not New York and New Jersey, clay industry in
 New Jersey and New York, clay industry in

8 Significant word. If the heading is a phrase, enter under first word unless a later word is more significant; e. g.

a Actions at law; Conduct of life; District of Columbia; Freedom of the press; Trial by combat

b Ghent, treaty of; Agriculture, department of

9 Words necessarily separated. When words closely connected in the text must be separated in the index in order to bring the heading first, avoid a greater separation than is necessary; e. g.

France, southern, industrial condition

Grant, Gen. U. S., battles

not France, industrial condition in southern

Grant, battles of Gen. U. S.

10 Brief and compact forms; punctuation. So far as possible confine the heading to a word or brief phrase not requiring punctuation other than a comma for simple inversion, so that it may be taken in at a glance. When a heading must be used in inverted form and there is danger of confusion with the first modification, set it off by a colon; e. g.

Game, protection: county wardens, 199; licenses, 202; preserves, 203; state wardens, 204

11 Quoted statements. Index quoted statements under the real author's name, adding (quoted).

12 Number of headings to subject. Use as many headings as are necessary to present the subject in all its phases. Every heading should be included for which a reader might reasonably look, either with citations or by cross reference. Two subjects of equal importance may be treated in one article, or a single subject may be sought from more than one point of view. A paper on the socialistic movement in Massachusetts should be readily found by a seeker interested in socialism or by a student of conditions in Massachusetts. Architecture in Washington may be sought by those interested in the city or in architecture.

But questions of perspective enter into decisions as to double entry. In indexing matter in an American newspaper about e. g. a treaty between Chile and Argentina it is obvious that the two countries are entitled to equal recognition; but an article on relations between the United States and Chile needs only entry under "Chile." The American newspaper looks out on the world always from the American standpoint; to index relations with Chile under "United States" is much as if a woman should index her social engagements under her own name. In general the more vague the subject, the larger the number of headings necessary to index it. Keep two considerations in mind: the importance of

sufficient fulness to enable the searcher to find what he wants without unnecessary effort, and the folly of increasing the size and expense of the work by useless entries. Ordinarily one or two well chosen key words will be enough, and it is unworkmanlike to inflate the index till it rivals the text in bulk. The index to St George Mivart's book *On the Origin of Human Reason* is a notable example of absurd repetition and unwise choice of key words. The author refers [p. 136] to some articulate utterances of a certain parrot which sounded remarkably like replies to questions. This is indexed under 15 headings, as follows:

- Absurd tale about a Cockatoo, 136
- Anecdote, absurd one, about a Cockatoo, 136
- Bathos and a Cockatoo, 136
- Cockatoo, absurd tale concerning one, 136
- Discourse held with a Cockatoo, 136
- Incredibly absurd tale of a Cockatoo, 136
- Invalid Cockatoo, absurd tale about, 136
- Mr R—, and tale about a Cockatoo, 136
- Preposterous tale about a Cockatoo, 136
- Questions answered by a Cockatoo, 136
- R—, Mr, and tale about a Cockatoo, 136
- Rational Cockatoo as asserted, 136
- Tale about a rational Cockatoo, as asserted, 136
- Very absurd tale about a Cockatoo, 136
- Wonderfully foolish tale about a Cockatoo, 136

13 Cross reference vs scattered material. Be careful not to scatter material under several practically identical headings, where one heading with cross references from others will serve; e. g. matter about "taxes," "imposts," "duties" and "excise" can usually be grouped under "Taxes" with reference from the others. On the other hand, avoid using too comprehensive headings, which will draw unwieldy masses of modifications better distributed among more specific headings and connected by "see also" cross references if necessary.

In a very full index "suspended animation" might be indexed under headings, with cross references, as follows, the full entries being supposed to be made under the heading "Suspended animation":

- Animation, suspended, *see* Suspended animation.
- Biology, *see also* Suspended animation.
- Dormant vitality, *see* Suspended animation.
- Hibernation, *see also* Suspended animation.
- Life, *see also* Suspended animation.
- Suspended animation.
- Vitality, *see also* Suspended animation.

MODIFICATIONS

In word or name indexes the heading is usually followed directly by the page reference, but in subject indexes modifying phrases are frequently added to differentiate the passages cited [see Definition of terms, p. 468].

Value. These modifications are sometimes so inseparably connected with the heading as to seem a part of it, but quite as often they are evidently added to define exactly what the text includes. They may be of little consequence in brief and simple indexes, but an elaborate index, where large numbers of references are grouped under important headings, is exasperatingly incomplete without them, often forcing the searcher to consult many pages for material to which he might have been sent directly by an added word or phrase. H. B. Wheatley in his entertaining and suggestive *What is an Index?* published for the English Index Society in 1878, says [p. 45-46]:

The indexer must aim at conciseness, but he should always specify the cause of reference, more especially in the case of proper names. Few things are more annoying than to find a block list of references after a name, so that the consulter has to search through many pages before he can find what he seeks. Mr Markland draws particular attention to this point in a communication to the *Notes and Queries* (2d series, vol. 7, p. 469) on the subject of Indexes. He complains bitterly of the indexes to the collected edition of Walpole's *Letters* and to Scott's *Swift*. In the latter book there are 638 references to Harley, Earl of Oxford, without any indication of the reason why his name is entered in the index. This case also affords a good instance of careless indexing in another particular, for these references are separated under different headings, instead of being gathered under one, as follows:

Harley (Robert) 227 references

Oxford (Lord) 111 references

Treasurer, Lord Oxford 300 references

Mr Markland takes the opportunity of pointing out that good specimens of the right way to set out the references to an individual are to be found in Nichols's *Literary Anecdotes*; Hallam's *Constitutional History*; and Campbell's *Lives of the Lord Chancellors*. Probably the most colossal instance of the fault above alluded to is to be found in Ayscough's elaborate index to the *Gentleman's Magazine*, where all the references under one surname are placed together without even the distinction of the Christian name. Mr Solly made a curious calculation as to the time that would be employed in looking up these references. For instance, under the name Smith, there are 2411 entries all "en masse," and with no initial letters. If there were these divisions, one would find "Zachary Smith" in a few minutes, but now one must look to each reference to find what is wanted. With taking down the volumes, and

hunting through long lists of names, Mr Solly found that each reference cost him two minutes of time, a by no means extravagant estimate; hence it would take the consulter eight days (working steadily ten hours a day) to find out if there be any note about Zachary Smith in the *Magazine*, a task so awful to think of that it may be presumed that no one will ever attempt it.

Uniformity. Modifications need not be used uniformly throughout an index. Some subjects occur too infrequently to require them; e. g. in an index to laws a single reference to "chloral" needs no modification, but 100 references to laws affecting "cities" need to be carefully differentiated to facilitate the reader's search for a particular law. Their use must be determined by the nature of the subject-matter, and therefore of the headings, the probable number and character of references to the subject and the most important use of the index. When they are to be inserted very generally, add them uniformly to all headings when the entries are first made, since it is easier to cut out those not desired than to add after all the entries under one heading are brought together. To save space in very long indexes, modifications may sometimes be dropped from all headings having only a few references without seriously impairing their value. Very general or indefinite headings need modifications even when entries are few, and sometimes one is necessary to explain the presence of the heading.

If a modification proves to be too general or of too little importance, drop it and put the page reference immediately after the heading, as illustrated by the first entry in the following example:

Trinity church, 232; charter, 120; pews, 243; rectors, 252, 360; sexton, 365

Clear but concise. Make the modification clear, but brief and compact as possible, omitting every word not necessary to perfect clearness. The idea of each modification should be distinct from that of all others under the heading, so that the searcher may receive a definite impression of the character of the text referred to. This may often be secured with but a word or two. It is not necessary that sentences be complete, and much space may be saved by cutting out superfluous words; e. g. "Pacific ocean, discovery," "Volcanic explosions, cause," "Patent, royal; validity," are as clear and significant in the index as "Pacific ocean, discovery of the"; "Patent, the royal; question concerning the validity of." In this work, however, the indexer must be alert to possible alterations in sense through ill judged cancelations. A work now widely used narrowly escaped going before the public with the somewhat surprising heading "Washington in Jerseys," in consequence of

the too zealous economy of a reviser who had stricken out a saving "the" before Jerseys.

Inversions under heading. Avoid needless and confusing inversions under heading. The subject word is generally brought to the head by inversion, but except in long and elaborate indexes, where a scheme of classification of material under heading must be followed, it is better to leave modifications as nearly as may be in the natural order; e. g.

Nicaragua canal, provisions affecting in treaty with England
not Nicaragua canal, England, treaty with, provisions in, affecting

Names of persons. Cataloguers and bibliographers, trained to invert author's names to secure alphabetic arrangement by surnames, sometimes carry the habit so far as to invert them under title in ordinary book and periodical indexing. The effect is extremely awkward and inconvenient. Enter

Wetmore, W. H. Study of forestry in the United States
and Forestry in the United States, Study of; by W. H. Wetmore
not Forestry in the United States, Study of; by Wetmore, W. H.

Do not try to condense all the text information in the modification; even if possible, the reader naturally expects to find more in the text, and is misled.

Some indexers seem to be of opinion that proper names are the most important items in an index, and while carefully including all these, they omit facts and opinions of much greater importance. As a rule it is objectionable when the consulter finds no additional information in the book to what is already given in the index; for instance, should the observation be made respecting a certain state of mind that "the Duke of Wellington probably felt the same at the Battle of Waterloo," it will be well for the indexer to pass the remark by unnoticed, as should he make the following entries, the consulter is not likely to be in a very genial mood when he looks up the references:

Waterloo, the Duke of Wellington's supposed feelings at the battle of.
 Wellington (Duke of), his supposed feelings at Waterloo.

The hackneyed quotation of

Best, Mr Justice, his great mind,
 can not be omitted here, although I am unable to give any satisfactory account of its origin. It forms an excellent example of the useless references to which we have just referred, and contains as well a ludicrous misapprehension of the passage indexed, which is said to have been: "Mr Justice Best said that he had a great mind to commit the man for trial." There can be no doubt that the entry, whether it ever occurred in an index or not, was intended as a personal fling against Sir William Draper Best, puisne judge of the King's Bench from 1819-1824, and lord chief justice of the Common Pleas from 1824-1829.

Wheatley, *What is an Index?* p. 44-45

Allusions and unimportant statements. In case of unimportant allusions to persons, such phrases as "referred to," "alluded to," "cited" and "quoted" are convenient and quite sufficient.

Index entry a pointer. The indexer should bear in mind always that the index entry is only a "pointer" showing where certain information is to be found. If in a word the gist of the information can be indicated, sometimes saving the consulter the trouble of turning to the text, it may well be given, but there should be no attempt to make the index entry a digest. Nor must modifications be so comprehensive as to lack the necessary precision. Though the entry is but a pointer, it must point definitely to the specific object and not simply wave a gracious hand over a vast territory. "Buddhism" is too general if the indexer intends to cite the work of Buddhist missionaries in New York city; "France, education in" does not necessarily suggest the question of parochial vs state schools in France.

Care in condensing entries. Be careful that the modification is not condensed in such a way as to become a false or misleading statement, expressing more than, or the opposite of, the text. A passage in a history of colonial New York, stating that nonobservance of the Sabbath was forbidden under certain penalties by Peter Stuyvesant is better indexed under "Sabbath observance under Gov. Stuyvesant" than in the text words "Sabbath, non-observance under Gov. Stuyvesant," because the latter form implies injustice to the doughty Dutchman's rule. It is clearly misleading to index a paper on the question of school instruction as to the effects of alcoholic drinks under "Alcohol, use taught in schools."

Tact and humor in indexer. There is room also for the exercise of tact as well as truthfulness on the part of the indexer. Why enter under "Trenton, gambling in," when attention is to be called to Trenton's crusade against gambling? A saving sense of humor would prevent such an entry as "Oaths concerning debtors" to represent a law permitting the deduction of debts from the evaluation of taxable property when properly certified under oath.

Repetition of heading. Avoid repeating the heading in the modification; a change in wording or the insertion of a comma will often serve to express it. But prefer repetition of heading to awkward phraseology or confusion of meaning; e. g.

Books, character in, 122; of facts,
279; moral power, 159; professor
of, needed, 166

Voice, English, 110; the sweetest
music, 251, 340; index of a state
of mind, 418; a hoarse voice a
kind of warning, 422

Analysis under heading. When all, or most of the matter relating to a single subject is given consecutively and is not very extended, it is generally not worth while to give an analysis under the main subject heading; let a single blanket entry cover the mass. If there are scattered references elsewhere, differentiate these references, so that the searcher may know where to find a specific phase of the subject not treated in the main section. Bring out also specific points mentioned in the main section as headings in their own alphabetic places, if obviously desirable; e. g.

Title entry, treatment, 13-14
 Title entry, treatment; anonymous books, 18
 Biographic titles, 14
 Novels, title entry, 13
 Anonymous books, title entry, 18

Sometimes it is impossible to determine at the outset whether analysis is desirable. This difficulty usually arises when the indexer must begin his work before all the text is in hand. In such cases choose the "blanket" or "omnibus" entry, noting in the margin of the text the alternative. If before "verifying" [see p. 489] the same or other specific modifications have been needed for the subject, the change can be made at that point. If not, and all the text has not yet been read, transfer the note, abbreviated, to the bottom of the slip, so that the question will not be overlooked in editing and can then be settled definitely.

Scattered references. If the treatment of the subject is scattered through many pages and constantly interrupted by matter not relevant to it, of course thorough analysis and differentiation of references will be necessary.

Heading identical with modification. When a heading is also a modification of another heading, do not duplicate entries if they are identical, but refer from the modification to the heading; e. g. Cities, taxes, *see* Taxes, cities. The relative importance of the headings must decide which way the reference should be made. But if the page references under the modification are only a part of those under the same word or words as a heading, repeat the entries rather than refer to a mass of material most of which is irrelevant; e. g.

Cities, courts, 182, 260
 Courts, 71, 123, 182, 209, 253, 260, 297

Modifications in "entry a line" index. If the index is to be in entry a line form [see p. 496] make the modification very brief and place the most important word first, inverting more freely to this end than in the paragraphed form, since it will head the line, catch the eye first and determine the alphabetic position of the modifica-

tion. With these limitations the modifications can seldom be so specific as in the more common paragraphed index.

CROSS REFERENCE

Cross references are of two kinds, commonly spoken of as "see" references and "see also" references [see Definition of terms, p. 468].

Make a "see" reference to guide the reader:

- 1 From a subject heading under which he might reasonably expect to find material to the heading or headings chosen for that subject; e. g.

Excise, *see* Taxes

Death rate, *see* Mortality; Vital statistics

- 2 From other forms of an author's name, or from a pseudonym, to the form chosen; e. g.

Ossoli, Margaret Fuller, *see* Fuller, Margaret

Marvel, Ik, *pseud.* *see* Mitchell, D. G.

Make a "see also" reference to connect:

- 1 A subject with its subdivisions; e. g.

Literature, *see also* Drama; Essays; Fiction; Poetry

- 2 Class and specific headings; e. g.

Beverages, *see also* Coffee; Milk; Tea

- 3 Headings which are related, or contain allied matter; or which, dissimilar for the most part, would be needed by an investigator of a certain topic; e. g.

Laws, *see also* Legislation

Books, *see also* Reading

Children, *see also* Minors; Orphans; Schools; Wards

Temperance, *see also* Local option; Saloons

Principles. When allied headings are of equal importance make the reference under each; e. g.

Labor, *see also* Employees; Wages

Employees, *see also* Labor; Wages

Wages, *see also* Employees; Labor

Be sure that the heading referred to contains new matter; never make reference from one heading to exactly the same pages cited under another heading. If the same information is entered under two headings, and it is necessary to make a reference from a third, make such reference to *one* form only; e. g.

Japan, religion, 147

Religion of Japan, 147

Buddhism *see* Japan, or Buddhism *see* Religion of Japan

but not both for this particular information. The searcher wishes only the fact; he does not care under how many forms the indexer has seen fit to refer to it. Nothing is more annoying than to be sent back and forth through the alphabet only to be conducted up blind alleys to the paragraph just read.

Never make a reference to a related heading unless there is actually a relevant entry there; i. e. do not refer to what *may* be, but only to what *is*. This is a common fault in cyclopedias and other works prepared by cooperation. The writer of an article, e. g. on x-rays, supposes that there will be full treatment of the uses of the x-ray in photography under the heading "Photography," and the specialist on photography assumes that that particular branch of his subject will be sufficiently covered under "X-rays," with the result that the seeker, after reading both articles, has secured nothing on his subject save the two references, "X-rays, *see also* Photography," "Photography, *see also* X-rays." Careful editing is imperative to prevent such mistakes.

Double entry vs cross reference. When but one or two brief entries are to be made, as a rule duplicate under the various headings needed instead of making references. The entry seldom requires more space, and in many cases actually takes less, if the modifications are as compact as they should be; and the searcher's time is saved, which is the first object of an index. Exception may be made in case of references from rejected to chosen forms of names.

Cross reference to heading only. Do not make cross references too specific. As a rule refer from heading only and to heading only, not particularizing modifications. Exception should sometimes be made in elaborate indexes where subheads are used, and in indexes printed in entry a line form.

PAGE REFERENCES

Inclusive or scattering references. If a subject is touched, dropped and taken up again on the same page, let the first reference stand for all unless the intervening text is so different in character that the searcher would not follow up the matter. This direction applies to regular reading text; in lists of names, tabular matter or any work in which the subject is constantly changing, every occurrence of a subject or name should be indexed. If the matter runs over a page give inclusive figures; the reader frequently wishes to know whether he will find an extended discussion, or merely incidental mentions; e.g. 120-29, not the less exact 120 *et seq.*

Exact reference by ninths. Unless pages are small or the subject matter is indicated by prominent center or side heads, it is convenient to divide the page into ninths in order to make references perfectly exact, superior figures being used to indicate the particular ninth of page or column in which the passage referred to begins; e. g. 34' means page 34 beginning in the third ninth of the page

(about one third of the way down). Of the superior figures, the odd numbers 1, 5 and 9 denote the top, middle or bottom of the pages; 3 and 7, points halfway between top and middle and middle and bottom; while even numbers are mere modifiers of these positions, 2 denoting a point a little below the top, 8 a point a little above the bottom, 4 and 6 points just above and below the middle. If there are several columns on a page, use two superior figures, the first denoting column and the second position in the column; e. g. 89¹²⁻²⁸ means page 89, beginning in the third ninth of column 1 and ending near the bottom (in the eighth ninth) of column 2. This system is very useful for books requiring close analysis, where many subjects or phases of a subject are treated on a single page; it would be of little value, and by no means worth the extra time and cost, for many popular books. Wherever it is used a clear note of explanation should be given at the beginning of the index.

Marker. For this work a "marker" must be made, consisting of a narrow strip of paper (an inch or less wide) the length of the printed matter on the page, including running titles, and plainly divided into ninths, the spaces being numbered 1 to 9 from top to bottom.

Beginning of citation. The page citation should begin where the subject to be indexed is introduced, not necessarily where the subject word first occurs, if a text word is chosen for the heading. The marker laid on the page shows precisely the part of the page, and should always be used by those inexperienced in indexing by this exact method. If the indexer has a good eye he may soon acquire a ready and accurate judgment of relative position, and be able frequently to dispense with the measure.

Citation of volumes. When the index covers more than one volume, separate volume and page number by a colon; e. g. 2:176¹⁻³⁰. If the modifications are arranged alphabetically the volume number must be included in every reference; if they are in order of entry, i. e. of occurrence in the text, the volume number may be omitted after the first reference, but should be in heavier type in order to be easily detected; e. g.

Truth, absolute, 6:197; abstract, 1:10; 2:304, 309; adorer of, 4:276; 6:290; apprehension of, 1:10, 70, 166; 2:264; 12:30; basis of aristocracy, 10:43; the only armor, 6:219; unity with beauty, 1:59	Nature, Moore's view of, 1:103; modern sentimentalism about, 375; man's connection with, 376; in Thoreau's writings, 381; her in- difference to man, 2:131; as viewed by Rousseau, 266; early view of, 319; the free shows pro- vided by, 3:257; Chaucer's love of, 355; love of, a modern thing 260; ignored by French criticism 4:9; its double meanings, 258
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The relative importance of the colon and semicolon must be indicated by spacing; very narrow spaces on each side of the colon and regular spacing after the semicolon will prevent any confusion.

If the volumes are divided into parts or parts into volumes express thus: v. 1, pt 1:39²; pt 3, v. 2:159⁶.

In case of series of reports, proceedings etc. when the volumes are not numbered, citation must be by year; e. g. '55:171; '01:62.

When desirable to include month and year in periodical references cite thus: 53:109 (Jan. '95); 68:149 (22 June '99); or, in more strictly bibliographic work, Dec. 1897, 12:622-65. In a long index Library Bureau abbreviations of months save space: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O N, D

MECHANICAL METHODS

The clerical methods of constructing indexes are three.

1 **Blank book plan.** In this an alphabetic arrangement is approximated by allotting a certain number of pages to letters or combinations of two or more letters—Aa, Ab, Ac, Ba, Be, Bl, etc. A book provided with marginal letter tags is desirable for this use, or better, because it admits of interpolation, separate sheets provided with marginal index letters, clamped in a binder¹. The space allotted to the combinations must not be equal, but proportional. Obviously much more space is required for headings beginning with C than with Q; Ad will attract many more entries than Aa.

Relative space for letters. The relative importance of the letters of the alphabet has been the subject of considerable research and comparison. H. B. Wheatley gives some results in his *How to Make an Index*, p. 197-202. It is made evident that C and S are always full in both name and subject indexes; B frequently leads all in name indexes but generally falls to a position midway in subject indexes; M ranks somewhat above the average, and in indexes of English names, W and H rank high. A is first of the vowels, the others standing but little higher than J, K and Q. The first half of the alphabet requires appreciably more space than the second. While statistics prove the general average, they also reveal great variation in special instances. It is apparent that in an index to New York local history Dutch names would raise the letter V, usually of low rank, to an important position, and occasionally the ordinary proportions are altered most unexpectedly. There is always danger of miscalculation in assigning

¹For fuller description and criticism of this method see Clarke, *Practical Indexing*, p. 155-60.

space, and consequent blocking of letters. When this occurs, a new place must be set aside, a reference made, and thereafter it will be necessary to look in both places for entries under that combination. This system has been very popular for office indexes but is everywhere giving way to the card form.

2 Order of occurrence. The second method, often used in preparing book indexes, is that of making entries on sheets in the order of the matter indexed. When complete they are cut apart, alphabeted and mounted on sheets for the printer.

Alphabeting slips. In sorting into alphabetic order, the slips are first thrown into piles by initial letter, according to an imaginary diagram in five columns of five letters each:

A	—	—	—	—	—	U
B	—	—	—	—	—	V
C	—	—	—	—	—	W
D	—	—	—	—	—	X
E	—	—	—	—	—	Y Z

The relative position of each letter is soon learned and slips are placed almost automatically. The first rough alphabeting should be followed by a more exact one. This method of indexing is very fully described by F. B. Perkins in a paper on "Book indexes" in *Public Libraries in the United States*, a special report of the Bureau of Education published at Washington in 1876. It is fairly satisfactory for extremely simple work, e. g. an author index to a classed list of books, but in more complicated indexing involves a considerable loss of time in referring to earlier entries and in final editing for the printer.

3 Separate slips. The third method, that of making entries on separate slips and filing them in trays in strict alphabetic order as the work proceeds, is much the best, and is described in detail on p. 487-90.

MARKING PROOF

Advantages. When the character of the special problem has been grasped and a general idea of what is needed attained, the text, whether in proof or already in book form, should be marked for entries. There are decided advantages in thus indicating headings, modifications and cross references on the matter to be indexed before writing the entries. Till the slips are alphabeted (a slow process and often delayed) in no other way can the indexer easily refer to headings and modifications already chosen for certain subjects, or discover forgotten decisions in puzzling cases. When a change

must be made in fulness of indexing the marked proofs are invaluable, and in a long index or one which has been interrupted, they are of great service in securing uniformity. In recurrent work, such as reports and proceedings, which frequently follow the same general plan year after year and contain much tabular matter, the marked text of the preceding volume is a much more useful guide than the printed index, and it often enables the indexer to delegate the work to an assistant, after marking the new sections, with general directions to follow proof of the preceding year. Perhaps most important of all, marking proofs makes it possible to consign the mechanical writing of entries to an assistant.

Methods. There are many possible ways of indicating entries in the text. Any method is good which is simple to use, avoids confusion and is readily grasped by an untrained assistant. A method which has stood the test of several years use in many kinds of indexes is as follows:

Indicate the heading by underlining in pencil the word or phrase, if in the text; if not, write it in the margin and underline. Indicate its modification, if any is needed, by a short line under the beginning of the modifying word or phrase, or inclose the phrase in curves, crossing out unnecessary words and making any other desired changes. If connection between heading and modification is not clear use a tracer. Indicate a "see" reference by x under the word from which reference is to be made to the word underlined for heading; e. g.

Roads	Highways
<u> </u>	<u> </u>
	x

A "see also" reference may be indicated by adding the word "also"; e. g.

Roads	Highways
<u> </u>	<u> </u>
	x also

If reference is to be made both ways put x under each word; e. g.

Property	Mortgage
<u> </u>	<u> </u>
x	x

The "also" is superfluous in this case, because the fact that double reference is desired shows the form. Most frequently the heading referred from has to be written in the margin and so is just as easily written "Mortgage, see also"; or, if it is the heading referred to, "See also Mortgage."

The following extract from Nichols's *Indexing* expresses principles of value to the indexer and has been marked to illustrate the plan described above:

importance

Consistency and uniformity are very desirable throughout the index. Consistency, besides being necessarily a part of a well ordered system, tends to prevent mistakes. In an index which lacks uniformity of composition, a searcher, finding one arrangement in one case and not the same arrangement in another similar case, may thereby be erroneously led to suppose that the index contains nothing on the latter subject. It is, however, quite impossible always to follow rigidly any plan or system. The judgment of the indexer will be constantly exercised in the discrimination between and settlement of fine points. A certain amount of latitude and elasticity must always be admissible and much must be left to the good sense of the indexer.

not chief aimnew, how to treat

As a subject is newly encountered the indexer should first carefully determine just what the exact subject is, and then how best to express it, select the headings and modifications—all those under which search is likely to be made—that best express the meaning. Whenever the same subject occurs afterward enter under the same headings. If there are several synonymous headings equally eligible, select one of them for entry and make cross reference from the others to it. The language of the text (text) and least of all titles, except in title entry (need not be followed) and should never be slavishly followed in the wording of the headings and modifications, these should express in the most exact (fine shades of meaning being considered), the plainest and briefest way possible the actual subject, the entries should be reduced to their simplest form, and if possible to a single word.

decide on & follow uniformly

from synonymous terms

words

not always best key

often disregarded

briefest clear form

The markings call for entries as below, the page citations referring to Nichols's *Indexing*, which is printed in double columns:

Consistency, importance, 3¹²Uniformity, *see* ConsistencyConsistency not chief aim, 3¹⁴Subject, new, how to treat, 3²⁵Headings, decide on and follow uniformly, 3²⁶Synonymous headings, 3²⁶Headings, synonymous, 3²⁶Cross reference, from synonymous terms, 3²⁷Language of text often disregarded, 3²⁷Text words not always best key, 3²⁷Titles need not be followed, 3²⁷Headings, briefest clear form, 3²⁸Modifications, briefest clear form, 3²⁸

A single marking of the heading "Consistency" stands for both modifications, because no other heading intervenes. The unbroken line under "synonymous headings" shows that the words are to be taken together as a heading; the second line under "heading"

directs that it be used alone as a heading, modified by "synonymous," as indicated by the short second line under that word. Curves inclose the modification of the heading "Titles," because the short line would not make clear how much of the phrase was to be taken. Tracers show that "briefest clear form" is to modify both "heading" and "modifications."

Perspective in choosing headings. It should be noted that these entries are made for a separate monograph on indexing very fully analyzed. If published with miscellaneous papers on other subjects the headings chosen here would be inappropriate; most, if not all of them, in that case, should be entered as modifications under the heading "Indexing." Mr Nichols's paper was in fact first published in v. 17 of the *Library Journal*, where it appears in the index only under "Indexing (Nichols) 406-419." Had the indexer seen fit to analyze the paper somewhat the heading "Indexing" would still have been sufficient to cover all modifications.

The need of subheads under certain headings can sometimes be foreseen in marking the proof, and if the proper word is chosen then it will save time in alphabetizing and editing. The intention to treat as a subhead is indicated by the word "indent," a direction as to form of printing, which must be transferred to the bottom of the slip when the entry is written, for guidance to editor and copyist.

WRITING SLIPS

After the indexer has read enough of the text to make sure that the general scheme of indexing will not need changing, marked proofs can be given to an assistant for writing slips. For this are needed:

1 V slips. Small slips (V of the "standard sizes," $5\frac{1}{2} \times 7$ cm, being a convenient size) of light weight manila. Thinner slips may be used, and are preferable if they are to be pasted instead of copied, but if extremely thin are difficult to handle.

2 A tray, with divisions into which the slips fit loosely.

3 A "marker" dividing the page into ninths [see p. 482].

The V slips are large enough for properly condensed entries under ordinary conditions, and are recommended because they are cheaper and may be compactly filed.

P slips. Rarely, however, occasion may arise for preferring $7 \times 12\frac{1}{2}$ cm thin ruled white slips, or if the index is to serve also as a permanent growing office record (e. g. a cumulating index to a periodicals list) even the heavier catalogue card. Trays and cab

may be bought for this size, which is that of standard catalogue cards.

Rules for V slip entries. Write on each slip a single entry, giving page, and if desired, ninth of page, to which it refers [see Page references, p. 481-82]. If matter overruns the page, make the reference inclusive, but let first mention suffice if not exceeding the page, unless so interrupted by other subjects that later mention might be overlooked [see p. 479] e. g.

Roosevelt, Theodore, literary
work, 175, 221-24, 245.

Title cards, 97⁴, 97¹, 98²

Give each modification of the subject a separate slip. When the same unmodified heading, or the same heading and modification, occurs again, the page reference may be added to the first slip if finding it requires little more time than writing a new slip; e. g.

Jamestown, first settlers, 13

Jamestown, Capt. John Smith
in, 13, 270

Adding to the original slip is worth a little trouble, since in a long index it is desirable to reduce the bulk of slips in alphabetizing and the work of combining in editing. "See" and "see also" references need, of course, be written but once.

The entry should begin at the extreme upper left edge of the slip, with every line following indented slightly, so that, in alphabetizing, the heading will readily catch the eye. The assistant indicates on the text by a check under the heading that the entry has been written, and places each slip as it is made behind those already in the tray, so that the entries will stand in order of occurrence, making "verifying" easy. In a long piece of work it is a good plan to put the cross reference slips in a separate tray. If alphabetized occasionally, reference to them is easy and prevents making extra slips when a cross reference already made is called for on subsequent proofs. Such separation also greatly facilitates comparison in editing.

VERIFYING

The indexer, at frequent intervals unless the index is very short, should verify the slips, whether they have been written by himself or an assistant, by carefully comparing each with the marked proof, for correctness of heading, modification and page reference, specially noting inclusive pagings. The end of one subject and the beginning of a related one is often difficult to determine, and if the assistant is untrained it is well to indicate conclusion of a reference when marking the proof, writing it in the margin. While verifying, questions indicated on the proof must be settled or transferred to the slips for later decision [see p. 479] and often some of the editing can be done, saving time at the end, when there is frequently need of haste.

ALPHABETING SLIPS

Except in very short indexes the slips should be alphabeted often, later blocks of slips being added to those already alphabeted as soon as they are verified, so that when the last block is added the alphabeting of the whole index is finished. Frequent alphabeting is of practical service to the indexer as the work proceeds, the alphabeted slips being much easier to consult for forms of headings, etc. than the marked proofs; it also makes a large mass of slips easier to handle.

Trays for alphabeting. A small five division tray serves for alphabeting newly written slips when this is done frequently. If a large number must be alphabeted at one time the work is more quickly accomplished by means of a 24 division tray. If the heavier letters are likely to require much space, leave two compartments each for B, C and S, combining I and J, P and Q, and X, Y and Z in single compartments. It will aid inexperienced assistants if each compartment is labeled plainly with its letter. If each compartment has invariably assigned to it a certain letter it will soon require very slight attention to place the slips for a given letter in the right compartment, and no more than this need be attempted in a first rough alphabeting. Next take each letter by itself and alphabet exactly in the small tray. In an extremely elaborate index it may be worth while to take a second large tray and arrange by second or even third letter, words beginning with Ab, Ac, Aba, Abb, Aca, etc. before final alphabeting. Familiarity with the headings of an index will suggest devices to lessen the tedium of alphabeting a large number of slips; e. g. if a certain name or subject heading occurs very often it is a gain in the first alphabeting to put all the slips containing it in another tray instead of throwing them in with the other slips of that letter.

ARRANGEMENT OF MODIFICATIONS

Before final alphabeting this puzzling question must be decided: Shall the modifications under each heading be arranged in order of entry (i. e. order of occurrence) or alphabetically? In answering it the nature and use of the index must be the determining factor. Order of entry is quite generally used in books brought out by prominent publishers and is appropriate to the largest number of indexes. But neither arrangement should be slavishly followed throughout an index if a different grouping under certain headings would be more useful. Few searchers will study out your plan and hold you to it.

Alphabetic order. In indexes of ideas [see p. 469] prefer generally alphabetic order, alphabeting by the most significant word, not necessarily the word that by chance stands first in the modifying phrase. The important word may sometimes be brought to the first position by inversion, but this should never be done if the result is awkward and confusing; e. g.

Americans, activity, 329; conservatism, 201; crime no shock to, 216; destiny, 325, 418; value dexterity, 211; Dickens on, 167; dress with good sense, 86; contrasted with English, 125; deference to English, 161, 370; lack faith, 237; gentlemen, 419; lack idealism, 418; impulsiveness, 414.

[From index to Riverside edition of Emerson's *Works*]

Here the words "dexterity," "English," "faith" and "idealism," determine the alphabetic arrangement though they do not lead in the phrase.

Order of entry. Under biographic and historical headings, follow order of entry, which is in most cases at least approximately chronologic; e. g.

Barclay, Rev. Henry, born at Albany, 6; graduated at Yale, 6; rector of St Peter's Church, Albany, 7; rector of Trinity Church, N. Y., 8; marries, 9; doctor of divinity, 10; death, 11

This is easily followed and convenient. An alphabetic arrangement would have made the clergyman's death and elevation to the dignity of the doctor's degree follow immediately his birth, and precede his graduation from Yale, marriage and rectorships, conditions which offend one's sense of fitness, even in an index.

It is still more objectionable in cases where there are many modifications having no salient alphabetic key words to guide the seeker, who flounders helplessly and in no pleasant humor through time and space.

When a large number of entries must be given under the name of the subject of a biography or, e. g. under the name of Washington or Wellington in histories of the Revolution or Peninsular War, prominent divisions of the man's life may be made chronologic subheads, or brought out in black face or italic type, to attract attention. The index to Froude's *Erasmus* groups entries under Erasmus as follows:

Erasmus: (a few general entries here)
 Youth (20 entries)
 First visit to England, 1497 (15 entries)
 In the Netherlands and France (21 entries)
 Visits to England and to Italy
 Fourth visit to England
 In the Netherlands
 Period of contest
 After Charles V's election
 After the Diet of Worms
 After election of Adrian VI
 After election of Clement VII
 His later years
 Diet of Augsburg
 His last days
 His writings
 Letters of, to

Entries are arranged in order of occurrence under all the subheads, except the last, where names of correspondents are given in alphabetic order.

Logical order. Follow logical order or order of importance when clearly desirable; e. g.

Students, classes, 437¹-38²; class of
 1901, 450³; class of 1902, 450⁶-51⁴;
 elective work, 441⁵; geographic
 summary, 437⁴

There is no reason why in the same index alphabetic arrangement may not be used for the fuller headings, and order of entry for those covering few entries or relating to biographic or historical matter, with occasional logical groupings if desirable.

Relative advantages. In deciding between order of entry and alphabetic order for general arrangement of modifications, bear in mind relative advantages and disadvantages. Alphabetic order is a useful guide when the alphabetic key words are such as might readily occur to the searcher, enabling him to turn directly to the

required information. For matter about which he would probably have in mind a chronologic rather than an alphabetic outline, order of entry is better. One great advantage of order of entry is that if the searcher finds it necessary to consult all page references under a heading, he is sent through the volume or volumes in order, instead of being forced to lose time in turning back and forth, as the alphabetic arrangement would probably require. In a long index where there are a great many modifications under headings other than biographic or historical, and particularly when the modifications are brief, alphabetic order is generally more convenient. This is almost invariably true when the index is to be printed in entry a line form [see p. 496].

Consistency. The indexer should not magnify too much the importance of his scheme. He should remember that the user of the index will never read it through or make any profound study of its plan, but will look for specific information and wish to find it in each case by the simplest means. Consistency is to be shown in making entries always clear and convenient for the user, not in following always the same process. When uniform methods will aid, follow them; when they will confuse or impede, forsake them.

When the plan for order of modifications has been settled, the general direction may be given the assistant, special arrangement under certain headings being a part of the indexer's work in editing.

Subheads. In very exact and complicated work, oftenest in indexes to technical matter, subheads and sub-subheads are used to avoid repetition and the crowding of material under too general modifications. If a modification has but two submodifications, they are better retained in the general group unless clearness would be sacrificed; e. g.

Governors, power increased, 17⁸; mes-
sages an aid to comparative legis-
lation, 20⁸; messages on problems
in school organization, 22⁸-23²; veto
power, 37⁸-39⁴

Three or more submodifications justify grouping under a subhead,
e. g.

Boundaries, 11⁵, 22⁶, 22⁷;

Connecticut: 269², 270⁸; articles
of agreement, 34¹; assembly act
concerning, 272⁴; Connecticut river
as boundary, 463⁶;

commissioners: 279⁴; appointed,
297⁸; instructions to, 298⁶; report,
299³

The subjects here are really three: (1) Boundaries (2) Boundaries, Connecticut (3) Boundaries, Connecticut, commissioners; the last entry stated in full in the natural order would be: Report of the commissioners on the boundaries of Connecticut.

The sub-subhead, illustrated by "commissioners" in the last example, is seldom needed, but removes a difficulty as serious as it is infrequent. For examples of forms used in line indexes see p. 496. In paragraphed indexes [see p. 496] subheads should follow the single modifications, whether these have been grouped in order of entry or alphabetically, and should be given in alphabetic sequence unless a logical order is plainly more useful. In the entry a line index modifications and subheads are arranged in one alphabet.

ARRANGEMENT OF CROSS REFERENCES

In paragraphed indexes all cross references are arranged alphabetically after all modifications, whether the latter are in a single group under main heading or divided among subheads. In line indexes general references from one subject to another are alphabetized at the end, but a reference from a specific modification follows that modification.

EDITING

Cooperative work. The importance of careful editing can hardly be overemphasized. Where many hands have been at work inconsistencies and omissions are inevitable. *Poole's Index to Periodical Literature*, prepared with the cooperation of the American Library Association, an invaluable tool to librarians, illustrates the dangers attending cooperative work. Material is divided between the headings "Country life" and "Rural life," "X-rays" and "Roentgen rays," "Cycling" and "Bicycling," with incomplete cross reference or none at all. Under "Eddystone lighthouse" three references are given, while in the same volume [1882-87] a fourth paper appears under "Lighthouses on the Eddystone rocks," no cross reference being provided with either heading. In the volume covering 1887-92 the headings "Athlete," "Athletic clubs," "Athletic sports" and "Athletics" are given. These include entries of articles on athletics in Harvard, Amherst, Cornell, and in France, Switzerland etc.; but under the heading "Harvard" are found entries on the athletic controversy at Harvard and on football at Harvard, and under "Eton" an entry on athletics at Eton, not repeated under "Athletics." There are no connecting cross references. To happen on these things shakes the searcher's confidence; he wonders how many more stray entries might be found under other headings.

The natural and often justifiable impulse to accept the title word if it satisfactorily represents the subject in indexing magazine articles, results, when 150 periodicals are indexed by 50 persons working independently, in the scattering of identical subjects under many more or less synonymous headings. Only he who gathers the converging threads can see all the material, and to bring it into proper relation and secure a consistent whole will tax his vigilance to the utmost. Though the urgency of revision is specially evident for cooperative work, it is not less true that the work of one person needs sharp scrutiny after all the material is in hand.

Points to be corrected in editing. It is usually a waste of time to attempt final editing till all slips are alphabetized, so that the indexer can consult any heading from A to Z. It is at this point that new relations reveal themselves and inconsistencies, unavoidable in an index of much length, are most easily detected. They will be found in forms of headings, fulness of indexing, wording of modifications and use of cross references. Many of them may be discovered by reading the slips through slowly, but the most glaring omissions and inaccuracies are discovered through a conscientious comparison of synonymous or allied headings. This frequently leads to extensive changes; e. g. transferring modifications from one heading to another and substituting cross references; changing a "see" reference to a duplication or partial duplication of matter under a related heading; cutting out a heading and dividing its modifications among other more specific headings; condensing a number of modifications into one by broadening the statement, or substituting for a too comprehensive modification more specific ones. Such radical changes can not be made without frequent reference to the text, particularly if the matter referred to is not clearly in mind.

Synonyms. The synonyms of subject headings must be considered and, if any of value have been previously overlooked, either cross references or added entries must be made.

Cross references. New cross references must sometimes be made to link related headings [see Cross references, p. 480] and cross references already made must be carefully traced throughout the slips, or the reader will find references to headings which have been cut out and none to those which take their place.

Class and specific headings. Class and specific headings require careful editing. For instance, if "Zoology" is made a heading, recall its subdivisions and if any have been brought out as headings see that cross reference to them is made. If both "Ani-

mals" and "Zoology" have been used, discard one heading if possible, retaining the one more appropriate to the text; make reference in either case; e. g.

Zoology, *see* Animals

Animals, *see also* Baboon; Fox; Lion

Birds, *see also* Robin; Vireo

If there are entries under a great number of species it may be better to substitute a general reference:

Animals, *see also names of animals*

Birds, *see also names of birds*

This form is rarely preferable except in "growing indexes."

Take care that no reference to a special animal or bird is entered under the general instead of under the more specific heading.

When it is decided late in the work to throw certain matter under a subhead or sub-subhead make sure that its modifications are reworded to suit the new arrangement, and that under it is placed every modification which rightfully belongs there.

Cancellations. Superfluous words which have been allowed to stand on the slips should now be canceled and words injudiciously canceled on slips be restored [see p. 476-77].

Questions of doubtful treatment, which have been noted on the slips in verifying, must be settled and the notes canceled to prevent confusing the assistant when copying or mounting slips.

Finally, any desired rearrangement in order of modifications must be made.

FORMS OF PRINTING

Style. The two commonest forms of index are (1) paragraphed and (2) entry a line. Both forms have hanging indention, i. e. every heading begins flush with the left side of the column, and each succeeding line is indented or set in.

1 **Paragraphed index.** In the paragraphed index, the modifications and references under headings follow close on each other, forming a block or solid column. The paragraph is broken for: (a) a subhead, distinguished by first indention; (b) a sub-subhead, having second indention; (c) a cross reference after subhead or sub-subhead, which is in a line with preceding modifications; e. g.

Tables, description, 51². *See also*
Statistics

Technical schools, bulletin on, 16⁴;
power to grant certificates, 51³,
135²-36²; legislation affecting, 137²-
40²;

statistics: 74-81, 475-91; com-
mencement, 478; days in session,
73, 478; incorporation, 476; prop-
erty, 484-87; students, 480-82

See also Professional schools; Uni-
versities, statistics

Temple Grove seminary, Saratoga
Springs, statistics, 526-41

2 Entry a line index. This differs in arrangement of modifica-
tions and subheads. Each modification after the first begins a
line, slightly indented (1 em) under the heading, forming an even
column at the left, unbroken except when a modification overruns
the line. Subheads have the same arrangement, but a deeper
indentation. This form is most commonly used for word and name
indexes and is much easier to refer to than the paragraphed index,
but occupies more space; e. g.

Earnings, *see* Wages

Editors, 2534

Education, 164-718; 1187-88

boards of, 191, 207, 217-36, 264 (1 em indentation)

277, 320 (3 ems ")

city boards, 164, 202, 256-57, (2 ems ")

331-32, 409 (3 ems ")

county boards, 164, 168, 174

district boards, 174-75, 351

state boards, 164, 175

territorial boards, 170

higher, 525-99

professional, 590-99

See also Schools; Universities

Educational bulletins, 225

corporations, 1227, 1234-35, 1662

institutions, 1405, 1493-98, 2998

See also Schools; Universities

journals, 164

Ejectment, 2875-78

3 Combined form. By a combination of the paragraphed and
entry a line index it is possible to secure much of the condensation
of the first with the prominent alphabeting of the second in modi-
fications which do not lend themselves easily to the entry a line
form; e. g.

Bird psychology, 46

courage, 28

dissimulation, 32

individuality, 10-11

inherited instincts, 27

intelligence shown in

building, 52; bringing up young,

18; cooperation, 18; getting food,

262; protecting young, 39; strat-

egy, 39-40

play impulse, 75

storing habit, 133

[From Merriam's *Birds of Village and Field*, Houghton]**COPYING**

General rules. The following rules apply to both paragraphed and entry a line forms:

Write legibly in black ink on only one side of uniform sheets; make sure that figures and punctuation can not be mistaken. Leave wide margin at left and generous spaces between lines to allow interpolation. Keep headings in vertical line, indenting about an inch modifications which overrun the width of the page.

Write each heading once and pay no attention to its repetition on the slips, copying only the modifications. Single out all the slips under one heading when its copying is begun, making certain where the next heading begins.

"See" and "See also." In references from one heading to another the word "see" should be preceded by a comma and written with a small s; but "See also," which always stands at the beginning of a sentence, should be preceded by a period and written with a capital S; underline in both cases, to indicate italic type. Write words "see" and "see also" only once, but begin each heading referred to with a capital, and separate them by semi colons.

Period. Omit periods at ends of paragraphs.

Dates in italic. Underline all dates for italic type; e. g. Principals council, 1893, 14.

Inclusive figures. Write inclusive figures thus:

4-17	175-76	2107-209
27-29	137-233	2137-38
107-9	2007-9	1987-2000

That is, write out last two figures of second paging, except where a naught preceding the last figure or a change in the initial figure interferes with the rule.

Abbreviations. Write out words which have been abbreviated on the slips if the short form would offend on the printed page e. g. "and," not "&," "examinations," not "exams." Abbre-

viations may be used somewhat more freely in an index than elsewhere but should not be multiplied to confusion. If an elaborate system is employed under urgent need of economy of space, a running footnote should be given referring to the page where the explanatory table is to be found.

Space between letters. Leave extra space between initial A and B, and so on throughout the alphabet, inserting the word "slug." Draw a line (or "ring") round this and other directions, the "ring" being the sign to the printer that words are not to be printed.

Numbered sheets. Number finished sheets consecutively with large figures in upper right hand corner. Do not roll or fold.

Special rules for paragraphed index. The following rules apply only to the paragraphed index:

Separate modifications under each heading by semicolon.

Indent subheads; but if modifications under subheads overrun the width of the page, bring second and following lines out to the vertical line of modifications under heading. In case of sub-subhead indent again and bring second and following lines out to vertical line of first subhead. Follow the page reference immediately preceding the indented subhead by a semicolon, and separate the subhead and its modifications by a colon [see illustrations, p. 496].

Special rules for entry a line. Begin each modification on a new line. Do not capitalize first word of modifications unless it is a proper name or other word which under editing rules requires a capital.

First word. If several entries begin with the same word, do not repeat unless necessary to prevent ambiguity [see p. 499] but indent modifications; e. g.

Cotton, 1546
factory insurance companies, 1773
gins, 502
seed meal, 1473

Follow the same principle where several modifications under heading begin with the same word, using a second indention.

"See also." "See also" should be written with a capital S, on a separate line, with a second indention, and underlined for italic type [see illustrations, p. 496].

Combined word and subject index. In rare instances a combination of the word index and subject index is desirable. In this case, apply rules for line index to lists of words more easily consulted in that form, and rules for paragraphed index to all other headings.

PASTING

A much quicker method of preparing slips for printing is to paste them consecutively on large sheets of paper, overlapping them when the entry does not cover the whole slip. If, after editing, the slips are perfectly legible, this method is feasible (1) when the index is not too complicated; (2) when the slips will not be needed again. In case of separate volumes of a set or numbers of a series the consolidated index is most easily constructed from the slips of the separate indexes, with careful reediting. Slips should also be preserved in case of annual reports similar in plan from year to year, when changing the page references will often save half the work of slip writing.

FINAL PREPARATION FOR PRINTER

If the index is copied, the manuscript must be carefully compared with the slips. This is most quickly and accurately done by two persons, the assistant reading aloud from the slips while the indexer follows the copy. The reader must give carefully not only words, but significant punctuation and the spelling of proper names where there is a possibility of mistake.

Take care that in case of persons with same surname or wholly identical names, or of words identical in spelling but different in meaning (homonyms), the heading is repeated. Otherwise ludicrous mistakes are likely to occur, most often in line indexes; e. g.

Lead, copper
metallurgy
kindly light (Newman)
poisoning

or (from the index to Bartlett's *Familiar Quotations*)

Sow for him, build for him, 470
he that observeth the wind shall not, 831
thy seed in the morning, 831
wrong, by the ear, 19, 785
ye are like to reap, as you, 214

Type. Indicate use of heavier type for the first word under a new letter by a colored pencil line, and state its meaning on the sheet of directions to printer unless already understood. On the **same** sheet indicate type and leading for the whole index, dimensions of page and width of column.

Indention. If the indention is usual, mark it only once in the margin of copy of first page, taking care to "ring" all such explanatory matter to make plain that it is not to be set up. Indicate indention of subheads and sub-subheads by outlining a small square, the printer's sign for indention, in the margin where they occur. If the indention is to be more than 1 em, write the number of ems in the rectangle; e. g.

Education, 164-718, 1187-88

1 em boards of, 191, 207, 217-36, 264.

3 ems 277, 320

2 ems city boards, 218, 223, 2223, 2227,
2231, 2233, 2243, 2245, 2267,
2283, 2350

county boards, 2230, 2235, 2240

Pasted copy. If the slips have been pasted, all the omissions and corrections that would have been made in copying must be indicated. Cross out all repetitions of a heading and, if the index is to be printed in paragraphed form, connect the modifications by semicolons and tracers. Correct illegible letters and figures, inaccurate punctuation and capitalization, and write in the necessary marginal directions as on ordinary copy. This is particular work and should always be done by the indexer. Last of all run quickly over the alphabetizing of headings which may have become slightly disarranged in copying or pasting and failed to catch the reviser's attention, directed to details of individual entries.

PROOF-READING

The proofs should be carefully read by the indexer, with mind alert for mistakes and omissions, whether his own or the compositor's. The alphabetizing should again be gone over, preferably in page proofs after most of the corrections have been made. On page proof also the heading, followed by the word "continued" in curves and italicized, must be inserted wherever entries over-run a column; e. g.

Property, 377
actions affecting, 739
conveyances of, 392
damages to, 384
judicial sales, 736

Property (*continued*)
lines, 386
personal, 400
real estate, 379
titles to, 381

It is also well in a long index which has come from the printer in sections, to verify all cross references on the final proof, to make sure that none have been invalidated by alterations while the work was in progress. These are hard sayings because they involve drudgery; but the indexer who lacks patience to take infinite pains for the sake of verbal accuracy, to be vigilant to the verge of fussiness, has missed his vocation, however great his mental power and learning. An erroneous reference is a bibliographic crime.

INDEXING PERIODICALS

Classified indexes. There is no branch of indexing more important at present than indexing periodicals, and, unfortunately, few serial publications are indexed completely or according to a rational

plan. A large proportion offer instead of a true table of subjects in one alphabet, several alphabetic lists of titles or subjects found in the various departments of the magazine, under such headings as "The Week," "Editorial," "Contributed articles," "Correspondence." This forces the seeker to consult several alphabets to obtain all material on a given subject, and often separates statements of fact from editorial comment or the criticism of correspondents. The New York *Nation* index has seven separate alphabets, under "The Week at home," "Abroad," "Notes," "Editorial and miscellaneous," "Special correspondence," "Occasional correspondence" (an inane distinction to the consulter of an index), "Titles of books reviewed," followed by page references without analysis under "Books of the week." A still more irritating example of this tendency to classify what for convenience of reference should be alphabeted is the index to the London *Athenaeum*, an elaborate piece of work which John Denison Champlin, who through long experience as a compiler of useful information has gained wide acquaintance with indexes and authority to criticize, characterizes as "interesting as a puzzle, but deficient in almost every quality that should go toward the making of a useful index . . . a series of useless wheels within wheels." Its five grand divisions are "Literature," "Science," "Fine arts," "Music," "Drama"; each of these departments is subdivided into five or six groups varying somewhat in caption, the headings under "Literature" being "Reviews," "Poetry," "Original papers," "Obituaries," "Gossip." The result is some 27 alphabets, inconvenient for searchers who have studied the plan and hopeless without such study.

Symbols to mark class. Some indication is needed in the index of the scope and form of matter cited. A reader wishes to know whether he is being referred to a brief note or an extended treatment, an official editorial statement or a hospitable presentation of opinions possibly not indorsed by the editor. This can be attained in a single alphabet by use of compact abbreviations or symbols to distinguish different forms of editorial matter, correspondence, contributed papers, etc. or to call attention to illustrated articles. Letters, stars, daggers etc. may be employed; whatever scheme is devised should always be carefully explained at the beginning of each volume index.

Book reviews and poetry. The only exception to the rule already quoted that an index should be one and indivisible [see p. 467] is in favor of grouping book reviews and poems by themselves, either

at the end or under B and P in the main alphabet. The reason for this treatment of book notices is that they constitute a peculiar class of entries often sought as such, and if dispersed by initial through the main alphabet of subjects and authors would be easily confused with entries of a different character, and even if distinguished by a symbol would be traced with much effort. It is, therefore, hardly a violation of the general rule to treat "Book notices" as a subject heading and alphabet under it, and the superior convenience of that arrangement is generally conceded by those who have most occasion to consult reviews. This group should include all the critical estimates of books which the volume contains, whether found in a department specially devoted to reviews or under some individual title in the body of the magazine. A critical paper entitled "Six Notable Novels" need hardly appear in the index under title, but each of the six novels must be brought out. If several books on a single subject are grouped for review under a significant title, e. g. "Tuscan sculpture" or "The praise of Switzerland," it may be well not only to enter the books reviewed under "Book notices," but also to bring out such title in the main alphabet.

Poems are separately grouped for similar reasons. Persons seeking them probably will not remember exact titles but can quickly identify a poem sought in a comparatively small group. Perhaps the most satisfactory plan is to alphabet titles, followed by author's surname in curves, under the heading "Poems," and enter each poem also under author in the general alphabet, the word "poem" following the title in curves; e. g.

Poems

Three things (Scollard)
 Watcher, The (Dickinson)

In the main alphabet:

Dickinson, Martha G. The watcher (poem)
 Scollard, Clinton. Three things (poem)

Title indexes. Another unsatisfactory type of magazine index, though in one alphabet, gives only actual titles of articles without attempt to bring out subjects where the titles give no clue. Where the title satisfactorily indicates the subject the key word should be brought to the front by inversion, if necessary; e. g.

Cromwell, Constitutional experiments of

Here a second entry in the natural order might well be made for readers seeking national or constitutional history.

Cuba, American misgovernment of
 Gilbert, Mrs. Stage reminiscences of
 Art and philosophy, ancient feud between

Here a possible second entry should be under "Philosophy" rather than "Ancient."

Mere inversion of title will not, however, always produce satisfactory results, as is easily illustrated: "Mule go, Must the canal?" does not properly represent a discussion of the use of electric motors on canals. "Better, The less of it the" is not an illuminating entry. It may sometimes be necessary to good sense, and therefore justifiable, to make slight alterations in form when titles are inverted; e. g.

Lamp, Maggie Murphy incandescent
Halibut, Shipping the Pacific coast east

would be better represented by

Lamp, incandescent; The Maggie Murphy
Halibut, Shipping east from Pacific coast.¹

The searcher who comes to the index for a certain subject without previous knowledge of the actual content of the volume must find his clue under subject. He knows nothing of picturesque titles invented to attract persons not previously conscious of interest in the subject. Nor does the average reader of periodicals often recall the exact title of an article, and unless it is odd or striking enough to remain in his memory his search is always for the person, place or subject written about or the author of an interesting essay or clever story, the title of which was of minor importance and quickly forgotten. Therefore, if both subject and title can not be included, omit the title entry.

Striking titles. In some instances, however, entries should be made under titles which afford no clue to the real subject. A paper by Bradford Torrey on the habits of humming birds was published in the *Atlantic Monthly* entitled "A Widow and Twins." This striking title might easily remain in the reader's mind whether he had read the paper or simply glanced through the table of contents with a view to future reading, and it is properly brought out under

"Widow and twins, A." (Torrey)

The subject entry would be:

Humming birds: A widow and twins (Torrey)

and an author entry:

Torrey, Bradford, A widow and twins

would meet the needs of those in search of Mr Torrey's writings. Subject and title entries for the paper "Hunting Big Game with the Camera" might be as follows:

¹ These examples of "how not to do it" are taken from existing indexes.

Photography of animals. Hunting big game with the camera
 Animal photography. Hunting big game with the camera
 Camera, Hunting big game with the

The first entry is imperative, the second desirable; the third might be spared without serious loss if strict economy of space must be practised. The following examples further illustrate the principle:

United States, commerce. Our nation and the trade of the world
 Vancouver island. Under the western pines
 Philippines. Uncle Sam's legacy of slaves
 Negroes. Transplantation of a race

An exception is made of fiction and poetry, which are in most cases best entered under first word of title not an article [see also p. 502].

Series on one subject. Where a series of articles on one general subject but with considerable variety of title is to be indexed they should be assembled in alphabetic order under the general subject heading; or, a reference may be made from the subject to the name of the writer, under which the several titles should appear; e. g.

Boer war, papers by James Barnes
 Between two battlefields
 Boer war in pictures
 Cronje, capture of
 From the Cape to the front
 Modder river, At

or

Boer war, *see* Barnes, James
 Barnes, James
 Between two battlefields
 Boer war in pictures
 Cronje, Capture of
 etc.

Author entry. It should be said that most periodical indexes, except those of literary reviews, are at present limited to title or subject entry; but the value of entry under author is unquestionable, and the ideal index includes it.

Entries for poetry. The importance of author entry is specially evident in case of poems, which do not often lend themselves readily to subject entry and frequently have fanciful titles furnishing no salient alphabetic key word. It is plainly better to enter under title in the natural order such poems as Eugene Field's verses *To a Usurper*, addressed to his little son, George H. Stacy's *In Days Like These*, a prayer for the country written during the Spanish War, James Whitcomb Riley's *Happy Little Cripple*, Emily Dickinson's *Called Back*, Mary Thacher Higginson's love poem *In the Dark*, than

to make any attempt at subject entry. Nor would anything be gained by inverting the titles. Many readers, however, recalling the poems seen in a magazine, would seek them first under the author's name [see p. 503].

RULES FOR FORM OF HEADING

The following specific rules are those in most general use. Many may be found in more detail and with numerous illustrations in C: A. Cutter's *Rules for a Dictionary Catalogue*. In following them remember that if a form of name chosen for entry in the index differs from any form in the text sufficiently to make its recognition doubtful, the text form must appear in the index with a cross reference to the form chosen. Rules 1, 3, 6, 9, 15, 17 furnish examples.

Catalogue rules not always applicable to index. Bear in mind also that the rules quoted are primarily cataloguing rules and that many of them apply without question only to the more formal type of index suitable for bibliographies. Rules which are important to secure uniformity in a catalogue may be absurd applied to a book index, because the catalogue relates to many books, and continually grows, while the index pertains only to a single work, and is fixed. In ordinary book indexing it is generally better to use forms of name entry in general accord with the custom of the text indexed, making references from other forms only when the average reader would be likely to seek them. Bearing these modifications in mind the rules following will be of material aid in deciding doubtful questions.

1 Pseudonym. Index under the real name, with reference from the pseudonym, unless the pseudonym is decidedly better known; e. g.

Clemens, Samuel L.

Twain, Mark, *pseud.* see Clemens, Samuel L.

but Greenwood, Grace, *pseud.*

Lippincott, Mrs S. J. see Greenwood, Grace

2 Joint authors. When an essay or article has two authors, index thus:

Johnson, R.A. & Richards, O.W. Oxford liberalism

Richards, O.W. & Johnson, R.A. Oxford liberalism

If more than two, in very full bibliographic work index under each in this form:

Miller, C.G. & others. Trust question

In ordinary indexing a single entry under the first author's name as above is generally sufficient.

3 Changed name. Index under last well known form, making reference from other forms if necessary; e. g.

Jackson, Mrs H.H.

Hunt, Helen, *see* Jackson, Mrs H.H.

but Wiggin, Mrs K.D. [no reference from Riggs]

If later Mrs Riggs should write under the name of Riggs, a reference or change of entry form would become necessary.

4 Compound name. Index English compound names under last part, unless the person is better known by first part or has written under first part before adopting last part; e. g.

Gould, Sabine Baring-

Baring-Gould, Sabine, *see* Gould, Sabine Baring-

but Halliwell-Phillips, J.O.

Index foreign names under first part; e. g.

Duplessis-Bochart, Guillaume Guillemot

5 Name with preposition. Index English and French surnames beginning with a preposition (except the French *de* and *d'*) under preposition; in other languages under word following. Make references from other forms likely to be looked for; e. g.

La Fontaine, Jean de

Goethe, Johann Wolfgang von

Vinci, Leonardo da

Da Vinci, Leonardo, *see* Vinci, Leonardo da

But if such a name is anglicized enter it under preposition; e. g.

De Quincey, Thomas

Van Rensselaer, Stephen

6 Noblemen. Index under highest title unless the family name or a lower title is decidedly better known, and make references from other forms when necessary; e. g.

Chesterfield, Philip Dormer Stanhope, earl of

not Stanhope, P.D. earl of Chesterfield

but Walpole, Robert

not Orford, Robert Walpole, earl of

7 Popes, sovereigns etc. Index popes, saints, sovereigns, princes, orientals and all others known only by their first names under forename, with reference when necessary; e. g.

Napoleon

Bonaparte, *see* Napoleon

Victoria, queen of England

Omar Khayyam

Khayyam, Omar, *see* Omar Khayyam

8 Ecclesiastical dignitaries. Index under surnames, except popes; e. g.

Newman, J.H. cardinal

Potter, H.C. bishop of New York

Pius 10

9 Foreign names. Index under English form unless foreign form is better known; e. g.

Cologne, *not* Köln
 Raphael, *not* Raffaello
but Giovanni, *not* John

10 Geographic names. Index names of capes, lakes, forts, mountains, gulfs, bays etc. under the distinctive part of name, unless prefix and name have come to be inseparable in thought; e. g.

Erie, Lake	<i>but</i> Fort Wayne [city]
Rainier, Mount	Lake of the Woods
Good Hope, Cape of	Bay of Islands
Bisqay, Bay of	Isles of Shoals

11 Anonymous writings. Index anonymous essays, magazine articles or book titles under title, ignoring articles or introductory phrases; except in biographies, and in many cases historical matter, when entry under person or place is sufficient, unless title is striking enough to be sought for [see p. 511].

12 Biography. Index biographic matter under subject as well as author.

13 Official publications. Index official publications under the country, city, society, institution, convention or other body responsible for them. In case of government departments, index under bureau or office concerned, inverting to bring the distinctive term first, except where entries under country are so few that no sub-grouping will be required. Make references from the larger division if desirable; e. g.

United States, Education, Bureau of

not United States, Department of the Interior, Bureau of education

Note that this applies positively only to bibliographies and catalogues. In many book indexes it is much wiser to pass over country name and enter directly under the subject word; e. g. Education.

Prefer name of office to official title of officer, but index under officer when the office has no name; e. g.

Illinois, state entomologist

14 Person vs officer. In ordinary book and current periodical indexing, enter under personal name rather than official title. In elaborate historical work, however, the following rule formulated for growing catalogues may be useful:

Distinguish carefully between official and personal writings. Index opinions of judges in a suit under name of court, but opinion of single judge under his name. Index presidents messages under "President," personal writings under his name. Make all necessary references.

15 Societies, institutions. Index national and nonlocal societies, political parties, universities etc. under official name, with necessary references from place or any other form; e. g.

American society of civil engineers

Civil engineers, American society of, *see* American society of civil engineers

Engineers, civil, *see* Civil engineers, *or* (if there are no entries under that heading) American society of civil engineers

Republican party

University of Chicago

Chicago university, *see* University of Chicago

Index local societies, schools, churches, art galleries, libraries and other institutions not national under name of place where situated unless known by a distinctive name, when reference from place should be freely added; e. g.

Royal society of London

London, Royal society, *see* Royal society of London

Masten Park high school, Buffalo

Buffalo, Masten Park high school, *see* Masten Park high school

Trinity church, New York city

New York city, Trinity church, *see* Trinity church

Newark (N. Y.) First presbyterian church

Boston public library

Astor library, New York city

New York city, Astor library, *see* Astor library

16 Periodicals. Index name under first word of title not an article. If the organ of a society or club, index under name of periodical, with reference from society; but index regular proceedings or transactions of a society under its name; e. g.

Journal of the Franklin institute

Franklin institute, Journal, *see* Journal of the Franklin institute

American institute of electrical engineers, Transactions

17 Conventions, expositions. Index conventions, congresses and expositions under name if distinctive, with reference from place and other forms of name; under place if better known by it; e. g.

Centennial exhibition, Philadelphia

Philadelphia, Centennial exhibition, *see* Centennial exhibition

Paris exposition, 1902

18 Committees. Index under names of bodies to which they belong; e. g.

United States Congress, manufactures, House committee on

See also rule 13 and note.

19 Petitions. Index petitions or publications of any unorganized class under place; e. g. "Petition of merchants of Chicago" under "Chicago, merchants."

20 Ships. In general, index under first word; but if named after a person whose surname is given in full, and specially where only a title of honor or initials of Christian name accompany surname, enter under surname; add word "vessel" or a more specific term if desirable, in curves; e. g.

Ellen R. (vessel)
 Mary Jane (tug)
 Golden Fleece (sloop)
 Sherman, Gen. W. T. (vessel)

This rule must sometimes be set aside in order to follow common usage, which varies greatly; if a vessel is generally spoken of by the full name enter e. g.

Dean Richmond
 Mary Powell

RULES FOR AUTHOR AND TITLE

For choice and form of author headings see Rules for form of heading, page 505.

Full or shortened names. The fulness of authors' names must be determined by the nature and use of the index. If an index containing personal names is likely to be used in genealogic research full names should be given. In many cases the form as it occurs in the text is preferable; but for the average book index and for indexes to a series of volumes containing the same name in various forms the common rule is to enter single forenames in full, but to use initials only if more than one, unless two or more persons have the same surname and initials. This rule, like all others, should be followed in the light of common sense. The entry

Jones, J. P., Journal

acquires new interest and significance, and therefore greater usefulness, if amplified to

Jones, John Paul, Journal

Titles in text. When titles of books mentioned or discussed in the regular text are to be included in the index, enter them as modifications under author's name, but italicized to distinguish them from other modifications; e. g. (in life of Goethe)

Lessing, G.E., 1:3; *Philotas*, 64; *Laokoon*, 81; *Minna*, 88; in Leipzig, 96; *Emilia Galotti*, 190; death, 397, 2:92; *Nathan*, 196

In indexing biography or criticism of a single author, index works under first word of title not an article, omitting insignificant introductory expressions; e. g. (if example just quoted were in a life of Lessing)

Philotas, date of publication, 1:64

Laokoon, Goethe's opinion of, 1:81

Book lists. In indexing classed lists of books, in library or publishing work, where ready reference is of first importance and justifies the use of more space, a better method is to divide the kinds of modifications, placing the subject modifications first in a paragraph and alphabetizing titles in separate lines; e. g.

- Scott, Walter, biography and criticism, 43⁴-44⁵, 62⁸-72⁴
 ——— Complete poetical works, 91⁵
 ——— Fair maid of Perth, 72⁷
 ——— Guy Mannering, 72⁸
 ——— Ivanhoe, 92³

The use of the dash for repetition of heading is well recognized, saves space and in most cases reduces entries to a line, facilitating reference. In case of joint authorship two dashes are used; e. g.

- Howell, G.R. Date of settlement of colony of New York, 326³
 ——— Early history of Southampton, 460⁴
 ——— & Tenney, Jonathan. Bicentennial history of Albany, 486⁶
 ——— County of Schenectady, 498⁷

The same method is followed in "body as author" headings, i. e. books published by a society, corporation or organized body of any kind; e. g.

- Danbury (Ct.), 256⁴-57¹
 ——— Town records of births, 256⁵
 Danbury, First congregational church. Bicentennial celebration, 256⁶

The word "Danbury" is repeated in the last entry, because Danbury alone, which the dash would represent, is not the complete form for the author.

When for convenience or clearness explanatory matter is to be added, curves may be introduced; e. g. (for authors in a list of biographies)

- Alcott, L.M. 43⁶ (Bolton); 53⁸ (Cheney)
 ——— Life, letters and journals, 53⁷

Where such an arbitrary scheme is employed, however, an explanation should preface the index, such as: "In biography entries, authors' names are given in curves."

Title entry is most common in indexes to periodicals and classed book lists. Neither differentiation of type nor use of quotes is necessary, owing to absence or infrequency of subject entries, or uniform practice of indenting titles under subject headings, as in *Annual Literary Index* and *Poole's Index to Periodical Literature*. When author's name is to be added, the following forms are in common use:

- Conduct of life. (Emerson), 56²
 Conduct of life. R.W.Emerson, 56²
 Conduct of life. Emerson, 56²
 Conduct of life. Emerson, R.W.....56²

Use of leaders in the last example is unnecessary and confusing to the eye, and is being very generally discarded; nor should the author's name be inverted except in certain catalogues and bibliographies where it is desirable to alphabet surnames under heading [see p. 477].

In general, with the exceptions indicated in the following rules, index under first word, entering title in the natural order, but omit all unnecessary words; e. g.

David Grieve *for* History of David Grieve

Lafayette *for* Life of Lafayette

but Life of George Washington studied anew

Geography and history of Shantung

for General outlines of the geography and history of the Province of Shantung; a sketch of its missions and notes of a journey to the tomb of Confucius

In indexing book lists, shorten lengthy titles of old books, by rewording if necessary, being careful to choose the important part of title and to express it correctly; e. g.

Opinion on establishing courts of justice in New York colony

for Mr Smith's opinion humbly offered to the general assembly of the colony of New York on the 7th of June 1734 at their request, occasioned by sundry petitions of the city of New York, Westchester county and Queens county praying an establishment of courts of justice within the said colony by act of the legislature.

In applying the above rules note that they refer strictly to title entry and to entry of title under author. Strict title entries may be superfluous even in title book lists when the subject side is emphasized by inverting title to enter under the subject word.

In indexing under title, i.e. title entry, transpose an article or introductory expression which has been retained for the sake of clearness; e. g.

New England boyhood, A

Lady or the tiger, The

Sixth sense, The

Spanish literature, History of

Electric lighting, Guide to

Paris, Studies of

Omit alternative titles unless more significant than the first title; e. g.

Italian child-life

for Italian child-life; or, Marietta's good times

Hans Brinker

for Hans Brinker; or, The silver skates

Index biographic titles under person treated of, a second entry under title being made only when it is striking enough to be looked for; e. g.

Nelson, Horatio, Lord

for Life of Horatio, Lord Nelson

Franklin, Benjamin, True story of

and True story of Benjamin Franklin

Garfield, James A.

and From the log cabin to the White House

RULES FOR ALPHABETING

Carry out the alphabetic principle strictly, in arranging headings, not disregarding it after the 3d, 4th, 13th or 14th letter. "Put Constantinople before Constantinopolitanus on principle." This seems obvious, but the indexer is sometimes tempted to violate the rule in case of plurals for the sake of bringing related headings together; e. g. "Car" may be separated from "Cars" by "Caribbean sea," "Carrara," "Carriages," "Carriers," etc. Plurals ending in "ies" may be widely removed from their singulars ending in "y." In a large majority of cases all entries may be combined under a single form. If, however, this proves impracticable or too awkward, let each take its proper alphabetic place and connect them by cross references each way.

1 General principles. *a* "Nothing precedes something," or, to state the same idea inversely, "Something follows nothing." This obvious truism is often overlooked, though it is sufficient to settle many questions puzzling at first glance. Specific applications are stated as rules 7 and 9. Exception is made in rules 4 and 8, which relate to names and words variously printed. In applying it, consider the space between words as nothing and follow the principle thus:

Alphabet an entry by its first word, letter by letter as in a dictionary; if the word is the same in two or more entries, alphabet by the next word, and so on. Entries should first be arranged word by word and not alphabeted letter by letter throughout; e. g.

Art and culture	<i>not</i> Art and culture
Art journal	Artesian wells
Art thoughts	Articles of religion
Artesian wells	Art journal
Articles of religion	Arts of design
Arts of design	Arts of the Athenians
Arts of the Athenians	Art thoughts

b Entries are alphabeted by the headings, whether these are complete in one word or made up of several words, modifications under heading being disregarded; e. g.

Esopus, land patent, 99; powers of sheriff, 147; writs sent to, 148
Esopus Indians, 113

Note that the principle applies even when there is no punctuation to separate heading from modification; e. g.

Elm on Boston common
Elm beetle

Here "on Boston common" is a modification of the subject "Elm," but because there is only one modification and the entry is in the natural order, no punctuation is required.

2 Identical first words. Persons precede places and places precede titles when first word is identical; e. g.

Eliot, C.W
Eliot, L.A.
Eliot (Me.)
Eliot historical society
Eliot miscellany

3 Identical forenames and surnames. Put forenames of rulers, princes, popes, saints and ancients before same names as surnames; e. g.

George 3
George, Henry

4 Surnames with prefixes. Treat proper names beginning with particles as single words; e. g.

Demetral, Louis	Demon, M.
De Meyer, Nicholas	Demorest, Alfred
De Mill, Peter	De Morest, John
De Milt, Obadiah	De Mott, Mathias
Demler, George	Demure, Christian

Alphabet abbreviated prefixes M' and Mc, S., St, Ste, as if written in full, Mac, Sanctus, Saint, Sainte; e. g.

Mabuse, Jan	St Pierre, J.H.B.de
McCormick, C.H.	Saint-Simon, comte de
MacDonald, George	St Vincent, earl
	Salt, Sir Titus

This rule does not apply to L' and O' since the prefixes of which they are contractions are not pronounced; e. g.

Lasher, John
L' Asseur, Gabriel
Latham, Beverley

5 Surnames identical. Put surname used alone before the same surname with only a title or with forename, and a surname with only a title before the same surname with initials or forename. Alphabet together initials and forenames, an initial always preceding a name beginning with the same letter; e. g.

Adams, ———	Adams, C.W.
Adams, Captain	Adams, J.L.
Adams, Major	Adams, James
Adams, A.J.	Adams, M.A.

6 Whole names identical. When names of different persons are identical, alphabet by distinguishing title, place of residence, occupation or dates, to be supplied if not given in text; e. g.

Clark, Capt. Samuel
Clark, Rev. Samuel
Hill, James, of Glasgow
Hill, James, of London

7 Compound names, personal and place. Consider the compound parts, with or without a hyphen, as separate words, and alphabet accordingly; e. g.

Dubois, T.K.	New Amsterdam
Du Bois-Ayme	New Lots
Dubois county	New Windsor
Dubois de la Cour, <i>pseud.</i>	New York
Dubois-Fontanelle, J.G.	Newburgh
Dubois-Melly, Charles	Newcastle

8 Compound words. The indexer is generally at liberty to decide on a single form for entry of certain words which can not be separated in thought without alteration of sense, but which are in common usage variously printed as one word, as two words, or with hyphen; e. g. material found under "waterworks," "water-works," or "water works" may be massed under either form. The present tendency is to prefer the solidified word. Title entries, however, should preserve the exact forms given in the texts indexed, but be alphabeted uniformly as separate words; e. g.

Hand book almanac
Handbook for hospitals
Hand book for school trustees
Hand-book for the piano-forte

9 Umlaut. Disregard umlauts unless words are otherwise alike, when the word without an umlaut precedes that with it; e. g. Muller before Müller.

10 Joint authors. Place joint author entries after all entries of single author; e. g.

Howell, G.R. Settlement of Southold
—— & Tenney, Jonathan. Bicentennial History of Albany

11 Titles under authors. Arrange authors by preceding rules and under each author alphabet titles of his works.

12 Elisions in titles. Alphabet elisions as they are printed; e. g.

What men live by
What the wind did
What's mine's mine (i.e. alphabet as "Whats mines" not as "What is mine is")

13 Possessives. Disregard apostrophe in alphabeting possessives; e. g.

Boys' and girls' book
Boy's King Arthur
Boys of '76

For questions of alphabetic arrangement of modifications under heading see p. 490-92; for arrangement of subheads and references see p. 492-93.

EXAMPLES OF INDEXES

The student of indexing will find it profitable to examine well made indexes of various types. Those instanced below as representing good work as well as the examples chosen to illustrate various kinds of type, groupings, punctuation and devices in general use, are often inconsistent with each other and differ in details of treatment from the forms and principles recommended in the preceding pages, which are in accord with the rules and general practice of the New York State Library. The first group represents rather full indexes of good type:

Fiske, John. American Revolution. Houghton
 Bryce, James. American Commonwealth. Macmillan
 Earle, A.M. Child Life in Colonial Days. Macmillan
 Geikie, Sir Archibald. Textbook of Geology. Macmillan
 Lee, Sidney. Life of Shakespeare. Macmillan
 Merriam, F.A. Birds of Village and Field. Houghton
 Emerson's Works. See Natural History of Intellect, v. 12 of Riverside ed
 Houghton

Holmes, O.W. Autocrat of the Breakfast Table. Houghton

Example of less close analysis, adequate for the type of book:

Nordhoff, Charles. Politics for Young Americans. Am. Bk Co.

Examples of humorous indexes:

Lowell, J.R. The Bigelow Papers. Houghton

Dodgson. Sylvie and Bruno. Macmillan

Example of the indexing of voluminous and diverse material, requiring complicated forms of reference:

Index to Publications of the New York Natural History Survey and New York State Museum, 1837-1902, compiled by Miss Mary Ellis. New York State Museum, Bulletin 66

For elaborate indexing of historical sources in which great variety of form is found:

Index to Calendar of Council Minutes, 1668-1783. New York State Library, Bulletin 58

A far more voluminous and complicated example is the two volume index to the 71 volumes of the *Jesuit Relations*, Burrows Bros. This work illustrates the application of an elaborate scheme of classification in an alphabetic index.

Among subject indexes to files of periodicals may be cited:

Index to Engineering News, 1890-99, compiled by M.E. Miller. Engineering News Co.

Analytical Index to the Educational Review, vol. 1-25, compiled by C.A. Nelson. Educational Review Pub. Co.

The last work differs from the ordinary subject index in giving analyses of subject-matter under titles of articles indexed.

EXAMPLES OF TYPE AND STYLE

In estimating the following styles of printing consider clearness, compactness, simplicity. A style which wastes space or employs varieties of type expensive in combination is justified only by decided gain in ready reference. The judicious use of black face or other peculiar types is helpful in many cases, but too freely employed they may produce a confused impression.

From R. K. Shaw's *Bibliography of Domestic Economy*. N. Y. State Lib. Bibliography Bul. 22

The superior figures tell the exact place on the page in ninths, e. g. 41³ means page 41, beginning in the third ninth of the page, i. e. about one third of the way down.

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—— Domestic economy, 54 ⁶	La cuisine créole, 90 ¹
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- Bailey, Nancy.** Indexing; a Profession for Women. (*see* London, Victorian era exhibition, 1897. Progress in Women's Education in the British Empire. 1898. p. 196-203) 376 L84
- Clarke, A. L.** Manual of practical Indexing. Lond. 1904. Library Supply Co. 5/n
- Dewey, Melvil.** Exact Reference to Printed or Manuscript Pages. (*see* Bookman, Ap. 1897, 5:174-75) 051 qB641
Explains method of citing divisions of page by ninths.
- Hetherington, E.** The Indexing of Periodicals. (*see* Index to the Periodical Literature of the World, 1892, 3:3-7) Ro50 qAn3
- Nichols, J. B.** Indexing; manual for librarians, authors and publishers. 14p.O. N.Y. 1892. Publishers' Weekly o.p. 029.5 N51
First published in *Library Journal*, Oct. 1892, 17:406.
- Perkins, F. B.** Book Indexes. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt 1, p. 727-32) 207.073 Un3
- Petherbridge, Mary.** The Technique of Indexing. Lond. 1904. Secretarial Bureau 5/n 029.5 P44
- Robinson, O. H.** On Indexing Periodical and Miscellaneous Literature. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt 1, p. 663-72) 027.073 Un3
- Shepardson, G. D.** Suggestions for an Index of Engineering Literature; with discussion. (*see* American Institute of Electrical Engineers, Transactions, Nov. 1894, 11:777-83, 835-59) 621.3 O4
- Thomson, W. S.** Practical Guide to Indexing and Précis Writing. 289p. D. Aberdeen 1891. John Adam 1/6d 029.4 T36
Interesting and suggestive in connection with book-indexing, though not directly concerned with it.
- Thring, Sir Henry.** Instructions for an Index to the Statute Law. (*see* Law Magazine, Aug. 1877, ser. 4, 2:491) Law library
- Wheatley, H. B.** What is an Index? 132p.O. Lond. 1879. Index Society. o. p. 029.5 W56
Contains rules of Index Society and much useful and entertaining matter.
- How to Make an Index.** (Booklovers' Lib.) Armstrong \$1.25 029.5 W561
Embodies most of the matter in his *What is an Index?* with additions.
- Library Journal**; monthly . . . journal of the American Library Association Sep. 1876-date. v. 1-date, 1-5 sq.Q; v. 6-date, sq.O. N.Y. 1877-date. Publishers' Weekly \$5. 020.5 qL61
Contains much matter of value on indexing and indexes. The following articles are of special interest:
Improvement of Poole's Index; by W. S. Biscoe, Ap. 1877, 1:279-81
Indexes to Periodicals, June 1877, 1:350-63
Plan of the New Poole's Index; a Library Symposium, June 1878, 3:141-51
The Index Symposium and its Morals; by W. F. Poole, July 1878, 3:178-85
Some Points in Indexing, by W. I. Fletcher, July-Aug. 1879, 4:243-47
Notes on Geographical Indexing, Oct. 1894, 19:330-31
"Acid to Casks": a few remarks on indexing; by W. S. Burns, Sep. 1903, 28:664-65
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Bulletin 95

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New York State Education Department

New York State Library

MELVIL DEWEY Director

Bulletin 95

LIBRARY SCHOOL 20

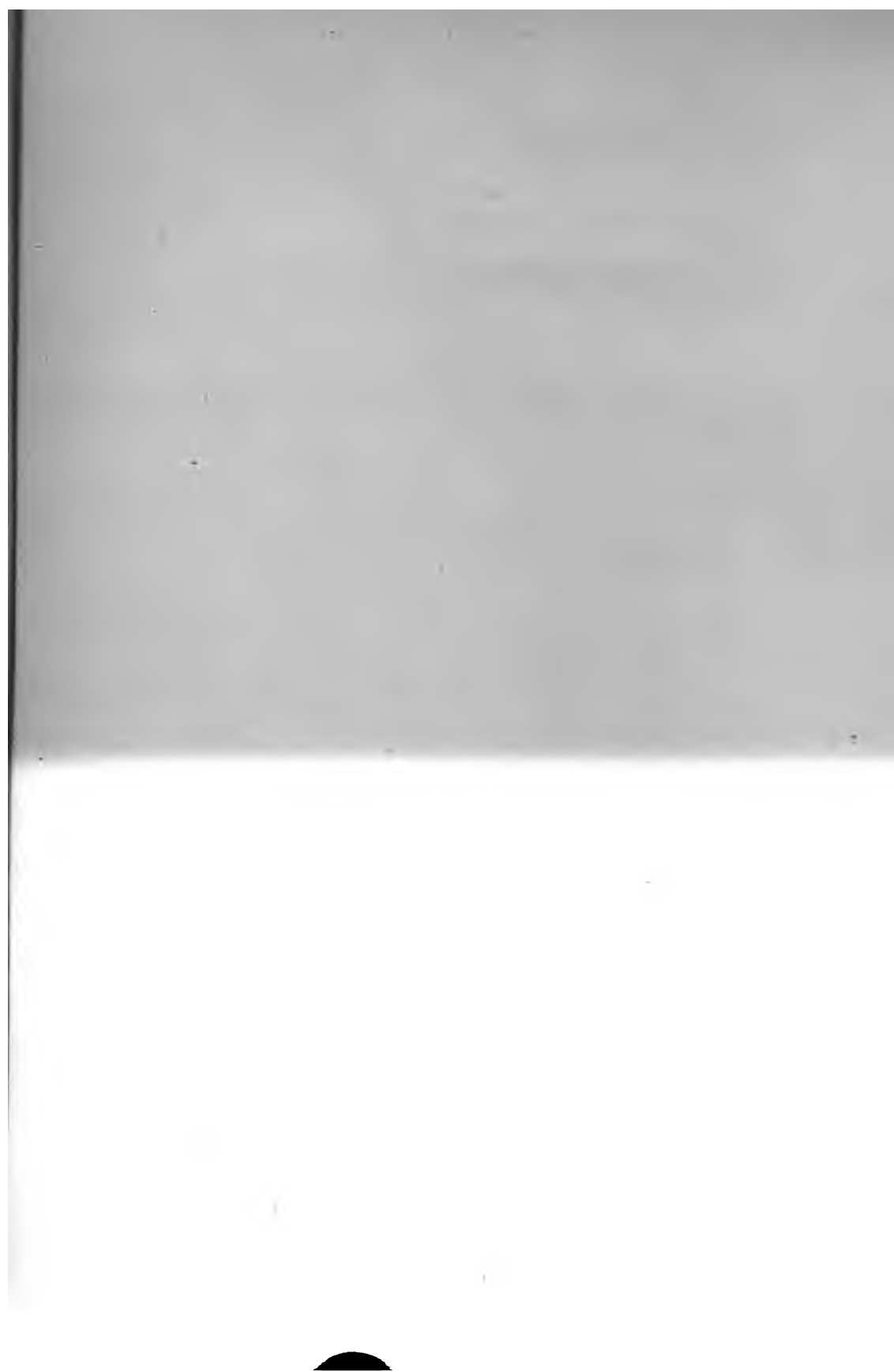
LECTURE OUTLINES AND PROBLEMS 2

PREFACE

This bulletin, like *Lecture Outlines and Problems 1* (Library School bulletin 12) is made up of new editions of miscellaneous lecture outlines, problems and routines originally stenciled or printed separately for use of the State Library School. To provide for dissecting and filing by subject the material relating to each course begins on a separate leaf.

MELVIL DEWEY

Albany, Mar. 1, 1905



025.2 ACCESSION DEPARTMENT

READING LIST

*prefixed to topic or article indicates required reading.

Call number for *Library Journal* (L. J.) 020.5 L615; for *Public Libraries* (P. L.) 020.5 P96; for *Publishers' Weekly*, 015.73 P96.

General

- 1893 * Jones. Accession Department. American Library Association. Papers prepared for its Annual Meeting, 1893, p. 809-26. 020 Am31
Note bibliography.
- 1895 Sharp. Library Recipes. Lib. Notes, 4: 205-23. 020.5 L611
*“Plating” and “Uncut edges” required.
- 1898 Macfarlane. Library Administration, p.44-77, Acquisition of Books. 020.2 M16

Book buying

- 1889 Green & others. How We Choose and Buy New Books. L.J.14: 336-39
- 1897 * Lemcke. The Librarian and the Importer. L.J.22:C12-16 or P.L.2:443-46, 487-89
- 1899 * Orr. Book Buying and Trade Bibliographies. P.L.4:345-49
- 1903 * Dana. Library Primer, ed.3, p.63-68, Buying Books. 020.2 D191
- * Underhill. Book Ordering and Buying. P.L.8:142-44
- * Andrews. Acquisition of Books. P.L.8:195-202

Net prices

- 1901 * Plan of the American Publishers' Association. Pub. Weekly, v.59,pt1,p.525-26
- Palmer. Relationship of Publishers, Booksellers and Librarians. L.J.26:C31-37
Followed by discussion, p.C134-40.
- Book Costs and Net Prices. Pub. Weekly, v.60,pt2,p.946-47
- 1902 * Dewey. Libraries and Net Prices. Pub. Weekly, v.61,pt1,p.57-58
- * Net Prices for Books; Massachusetts Library Club committee. L.J.27:25-27

Net Prices and Public Libraries.

Pub. Weekly, v.61, pt1, p.801-2

Report of Atlantic City meeting of Pennsylvania Library Club and New Jersey Library Association.

Scribner letter on p. 800.

Net Price Question.

L.J.27:203

Massachusetts Library Club on Scribner letter.

- * American Library Association—Relations of libraries to the book trade, Committee on. Report.

L.J.27:C142-43

Followed by discussion, p.C143-47.

For resolution, *see* p.C171.

- 1903 —[Report of Meeting, Jan. 20]

L.J.28:67

Includes action of American Publishers' Association refusing increased discount.

Daniels. Net Price System in Operation. P.L.8:54-55
Amended Plan of the American Publishers' Association.

Pub. Weekly, v.63, pt1, p.724

- * American Library Association—Relations of libraries to the book trade, Committee on. Report.

L.J.28:C134-35 or L.J.28:176-77 or P.L.8:262-63

Report was followed by discussion, L.J.28:C135-50, in which Mr Zimmerman's paper, p.C136-40, was based on that in P. L. 8:220-23, and Mr Hopkins's remarks, p.C144-46, followed the line of his article in P.L.8:274-75. Miss Hazeltine's paper, p.C142-43, with a brief report of the whole discussion, is given in P.L.8:348-50.

Vote of A. L. A. council in L.J.28: C225.

- 1904 * Book Prices and Costs: Net Prices and Libraries.

Pub. Weekly, v.65, pt1, p.637-40

Good summary of case.

Public Libraries and the Sale of Books. L.J.29:243-47

Opinions as to whether libraries help or hinder sales to individuals.

- * American Publishers' Association Amends its Plan [Ap. 1, 1904].

Pub. Weekly, v.65, pt2, p.895

See also Bulletins of the A. L. A. committee on book prices, 1903-4, published in *Library Journal* and *Public Libraries*.

* Collation

- 1876 Collation of Books.

L.J.1:133-34

Discussion.

- 1893 Collation.

L.J.18:C51

Discussion.

Marks of ownership

- 1886 Dewey. Embossing Stamp. Lib. Notes, 1:26-27. 020.5 L611
 1903 Library Bureau. Library Catalog, p.174, Perforating
 Stamp. 029.2 qL611

*** Book plates**

- 1886 Dewey. Book Plates. Lib. Notes 1:23-25. 020.5 L611
 1902 Kent. Library Book Plates. L.J.27:932-34
 1903 Hackley. Book Plate for a Public Library. L.J.28:297-98

*** Disposal of duplicates**

- 1880 Dewey & Bowker. Clearing-house for Duplicates.
 L.J.5:216-17
 1893 Jones. Disposal of Duplicates. American Library Asso-
 ciation. Papers prepared for its Annual Meeting, 1893,
 p.818-19. 020 Am31
 Lane, Dewey & Hosmer. Private Sale of Duplicates.
 L.J.18:C50-51
 1898 Dewey. Duplicate Clearing House. P.L.3:255-56
 1900 U. S.—Documents, Sup't of. Sixth Annual Report, p.5-6,
 Exchanges with Libraries. 655.59

*** Weeding a library**

- 1893 Green. Adaptation of Libraries to Constituencies.
 L.J.18:219-20
 Followed by discussion, p.C18-22.
 1902 Eliot. Living Books and Dead. L.J.27:256-57
 Foster. Pres. Eliot and Discrimination in Books.
 L.J.27:258-60
 Eliot. Division of a Library into Books in Use and Books
 Not in Use. L.J.27:C51-56

Copyright

- 1895 * Ranck. Need of Additional Copyright Depositories.
 L.J.20:C43-45
 1898 * American Library Association—Public documents, Com-
 mittee on. [Report on Mr Ranck's plan].
 L.J.23:C118-19
 1900 U. S.—Congress. , Copyright Law of the United States, in
 force July 1900. (U. S.—Copyrights, Office of the
 register of. Bulletin 1) 655.673

- 1901 U. S.—Labor, Dep't of. Report on the Effect of the
International Copyright Law in the United States; by
C. D. Wright. 655.63 Q1
* Solberg. Book Copyright. L.J.26:C24-31
1902 * Putnam. Copyright Procedure; some Misapprehensions.
Critic, 40:57-62. 051 C86
1903 Copyright Improvement. Nation, 76:348-49. 071 qN21
1904 U. S.—Library of Congress. Report, p.136-55. 027.573 A

Distribution of government publications

- 1894 U. S.—Documents, Sup't of. Special Report Relative to
Public Documents, by J: G. Ames. 655.59 P4
1895 * — First Annual Report, p.7-14, Distribution to Libra-
ries. 655.59
1896 — First Draft of Proposed Bill to Simplify Methods of
Publication of Public Documents furnished to Depos-
itory Libraries. 655.59 P6
1898 * — Fourth Annual Report, p.8-13, Designated Deposi-
tories; Document Reform. 655.59
1901 * — Seventh Annual Report, p.7-12. 655.59
1902 * — Eighth Annual Report, p.6-9, Amendments to the
Printing Laws. 655.59
See also *Ninth Annual Report*, p.4.

For list of designated depository libraries, see latest report of
superintendent of documents.

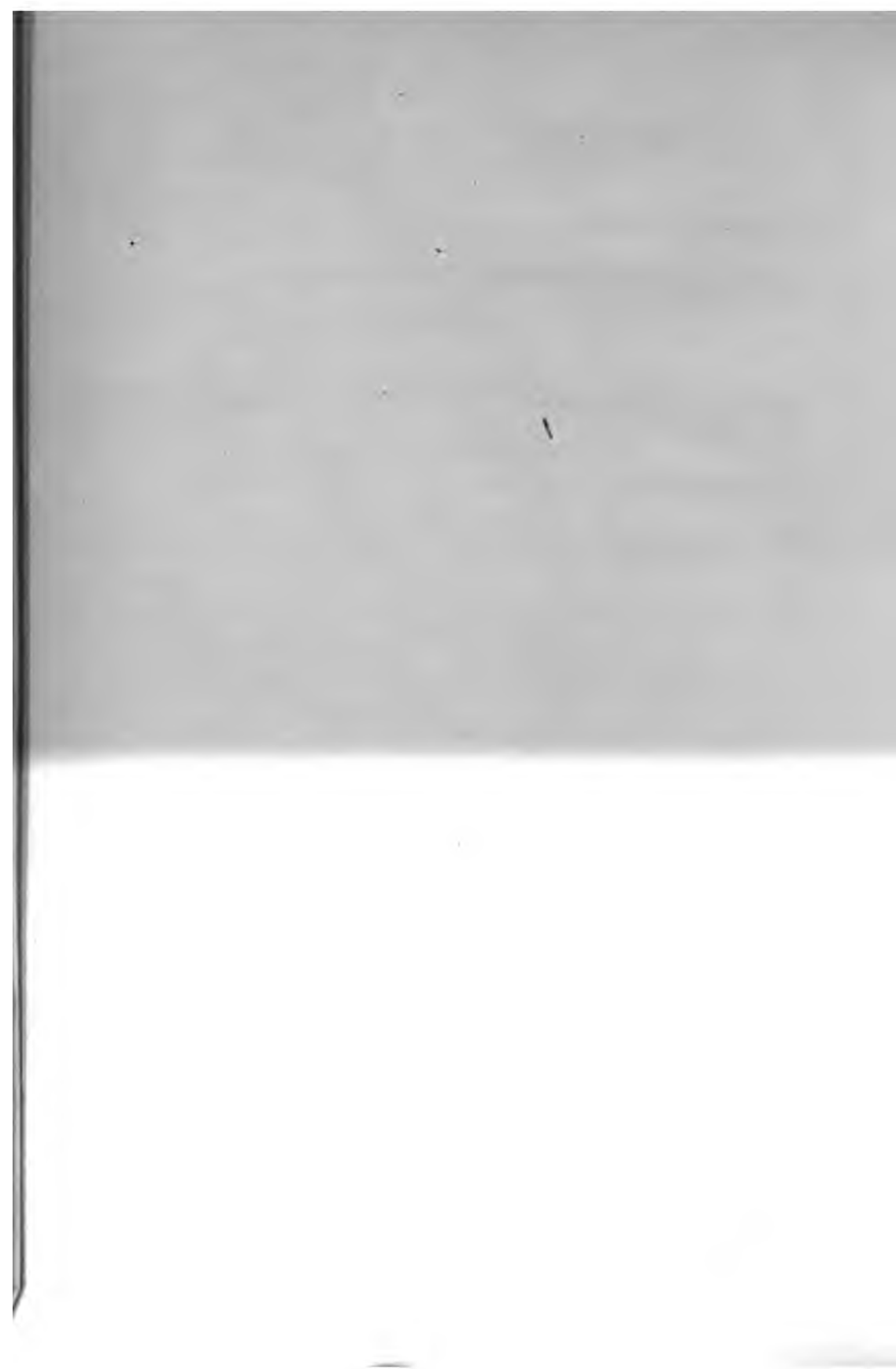
* Accession book

- 1878 Winsor. Shelf-lists vs Accession Catalogues. L.J.3:247-48
Poole. Shelf-lists vs Accession Catalogues. L.J.3:324-26
Perkins & Dewey. Accession Catalogue again.
L.J.3:336-38
1893 Accession Book. L.J.18:C51-52
Discussion including description of the Harvard plan.
1898 Dewey. Simplified Library School Rules, p.47-52, Simpli-
fied Accession Rules. 025 qD513
See also sample sheet.
1899 — Library School Rules, ed.4, p.47-49, A. L. A.
Standard Accession-book. 025 qD514
For sample sheet of *Condensed Accession Book* see after p. 57.
1902 Minnesota—State Library Commission. Hand Book of
Library Organization; comp. by the library commissions

- of Minnesota, Iowa and Wisconsin, p.37-38, Accession
Record. o20.2 M66
- 1903 Underhill. Accessioning. P.L.8:147-48
- Weitenkampf. The Accession Book—Why? L.J.28:295-97
- Outline of discussion following this paper given in L.J.28:251.
- Bliss. Economy in Accession Records. L.J.28:711-13
- Hall. Classified and Condensed Accession Record.
L.J.28:830-32
- 1904 Bliss. Accession Records again. L.J.29:19-20
- Dewey. Accession Book. P.L.9:281

*** Replacements**

- 1896 Steiner & Ranck. Replacements. L.J.21:397-406



025.2 ACCESSION DEPARTMENT

ORDER SECTION ROUTINE, NEW YORK STATE LIBRARY

- 1 Order slips made out by reader or librarian and sent to accession department.
- 2 Order slips submitted to book board.
- 3 Catalogues and receipt index consulted; initials of collator on order slip under "Not in library."
- 4 Order index consulted; initials of order clerk on order slip under "Not now ordered."

Rejected slips should be returned to recommender with brief reason for nonapproval; e. g. the word "Not" canceled in "Not now ordered."

- 5 Order slips verified and necessary facts added, including department to which charged if other than general library.
- 6 Order slips sorted for regular American and foreign agents and for miscellaneous orders.
- 7 Order number next in succession to last number on order sheets written or stamped on slips under "Order no."

Order sheets, with outstanding orders, for American agent, foreign agent and miscellaneous orders are kept in separate binders, consecutive blocks of numbers being assigned to each in advance; e. g. 1000-2000 Baker & Taylor, 3000-4000 Stechert, 5000-6000 Miscellaneous.

- 8 Order number, author, short title, series or edition, number of volumes (if more than 1), place, publisher, date and price typewritten on order sheet, with duplicate carbon copy.

- 1 One order number is assigned to a set, regardless of the number of volumes or copies.

- 2 Edition is given only when special edition is wanted; if not specified agent is expected to send latest.

- 3 Place is omitted for well known publishers; for little known publishers street address is included if at hand.

- 4 Fuller form of publisher's name is used on order sheet than is generally given on order slip, e. g. Appleton on order sheet, Ap on order slip.

- 5 Date may be omitted if book is known to be on current trade list, otherwise is given if known.

- 6 If more than 1 copy is wanted number is inserted before order number, e. g. 2 cop.

- 9 Order sheet submitted to director.
- 10 Order sheet sent to agent and copy filed by order number in binder.

At the close of each month statistics of orders sent are made out from order sheets.

- 11 Date of sending stamped under "Ordered" on order slips.
- 12 Agent's name stamped under "Of" on order slips.
- 13 Order slips alphabetized in order index.
- 14 Bill with duplicate received by order clerk. Duplicate stamped.
- 15 Boxes of books opened by janitor after bill is received.
- 16 Books arranged in order of bill by order clerk and any errors noted on margin of bill.
- 17 Order slips taken from order index by clerk.
- 18 Date of receipt stamped under "Received" on order slips.
- 19 Cost price written under "Cost" on order slips. Price verified.
- 20 Books compared with order slips and entered in accession book.
- 21 Date, source and cost in cents penciled in books on inner margin of first recto after title-page; e. g. 6Jao5 B&T 167.
- 22 Accession number stamped on books on lower margin of first recto after title-page, on order slips under "Accession no." and before first and last items on bill.
- 23 Private mark put in books. See *Library School Card Catalog Rules, oc.*
- 24 Filled orders checked on order sheet from order slips, which are then arranged by date of receipt and counted for statistics.
- 25 Order slips alphabetized in receipt index.
- 26 Order sheets on which all orders are filled taken from binder and filed in drawer.
- 27 Books sent to page for plating and perforating.
- 28a Footing of bill verified.
 - b Notice of all errors sent to agent.

On receipt of answer corrections are made on both copies of bill.
 - c Initials of order clerk put on stamped bill after "Received" to "Prices."
 - d Initials of department for which books were ordered after "Charge."
- 29 Stamped bill approved by director and sent with copy 1 to cashier, paid and copy 1 sent to comptroller with monthly vouchers.

Abbreviations for publishers

Some of the most common abbreviations for publishers' names for use on order slips and in accession book in New York State Library:

Am bk	American Book Co.	Lip	Lippincott
Ap	Appleton	Longm	Longmans
B & T	Baker & Taylor	Macm	Macmillan
Cent	Century	Put	Putnam
Harp	Harper & Bros.	Scrib	Scribner
Ho	Houghton	St	Stechert

For fuller list of abbreviations see *A. L. A. Catalog*, 1904, p. 13-21.

025.2 ACCESSION DEPARTMENT**SUGGESTED ORDER ROUTINE FOR SMALL LIBRARY**

Basis: Library adding about 200 volumes a year and ordering once a month.

- 1 Order slips made out by reader or librarian.
- 2 Be sure that book is not now in library or not already ordered.
- 3 Verify order slips and fill out if necessary. Order slip should always bear author, title, publisher and price; also date if easily found.
- 4 Submit order slips to book committee for approval.
- 5 Alphabet order slips and copy on order sheet for agent, giving in every case items named in no. 3 and such other information as may be necessary or desirable.
- 6 Write or stamp date of sending under "Ordered " on order slips. If library has more than one agent, agent's name must go on slip.
- 7 Keep order slips together till package is received.
- 8 Compare books received with bill and note any errors.
- 9 Compare books with order slips, verify prices and enter books in accession book.
- 10 Write accession number on book on lower margin of first recto after title-page.
- 11 Verify footing of bill.
- 12 Notify agent if there are any errors, otherwise certify bill with initials.
- 13 File slips for books not received in order index. File or destroy slips for books received.
- 14 Plate, pocket and stamp books.

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025.2 ACCESSION DEPARTMENT

STAMPING, PLATING, POCKETING AND LABELING,
NEW YORK STATE LIBRARY

1 Stamping

- Position.** *a* Stamp each full title-page in every book on upper right corner.
- b* Stamp first page of text proper (i. e. matter after preface or introduction) in upper right corner. When possible avoid perforating text on verso as it makes it illegible.
- c* Stamp all plates and maps not included in the paging. Do not stamp illustrations included in the text.
- d* On plates, portraits, etc. stamp the margin and sometimes a little of the picture, but take great care not to disfigure the picture by stamping on an important part; e. g. the face of a portrait, or plates in scientific books.
- 1 When an embossing stamp is used and there are many plates, maps etc. in a volume, emboss at different distances from top of page to avoid thickening book at one point.
 - 2 If plates are so numerous that embossing will swell the book materially, or if plates are on too heavy paper for perforating or embossing stamp, use ink stamp (small type) on face of plate. Be careful to let ink dry before closing book or letting other leaves touch ink.
- e* Always be careful to have stamp parallel with printed lines and edge of leaf.

2 Plating

- a* **General.** (1) Unbound books are not plated or cut.
(2) If there is no book plate in book look on first recto after title-page to see if book is gift. If so use gift book plate, if not use ordinary book plate.
- b* **Position.** Paste plate *squarely* in middle of inside of front cover. But if this space is occupied by another book plate, autograph, or matter of value, place the plate above or below. If there is not blank space enough for the plate, paste its edge on the inside edge of the cover so that it can be lifted to read what is covered.
- c* **Method.** (1) Cover back of plate thoroughly with paste, but take care not to get any on the face.
(2) After plate is in place rub down carefully with a clean cloth, seeing that the edges of the plate are pasted firmly and smoothing out wrinkles or "blisters."

3 Pocketing

If Acme book pocket is used, paste it in middle of inside of back cover, with opening toward inner edge.

4 Labeling

- a Form.** (1) For pamphlet binders use $5 \times 7\frac{1}{2}$ cm blue tinted labels.
- (2) For traveling libraries use $\frac{1}{4}$ inch printed, gummed Van Everen numbers.
- (3) For special libraries of Home Education use Dennison's gummed labels, no. 123 (blue); for extension collection, no. 217 (red).
- (4) Other books are gilded.
- b Position.** (1) On backs of books: (a) octavo series, place upper edge of label or top of Van Everen number 5 cm from bottom of book; (b) quarto and folio series, place lower edge of label or bottom of Van Everen number 5 cm from top of book; (c) books shelved on their sides, place label lengthwise, the right end 5 cm from top of book.
- (2) When a book is too thin to take the label across the back, place it at same height on front cover near back.
- (3) Label all pamphlet binders ($5 \times 7\frac{1}{2}$ cm labels) on front cover near back.
- (4) For binders: (a) octavo series, place lower edge of label 5 cm from bottom of book; (b) quarto and folio series, place upper edge of label 5 cm from top of book.
- (5) To secure uniformity of position use a notched pasteboard measure.
- c Method.** (1) Moisten *entire* surface of label but avoid *rubbing* on sponge as it removes the gum.
- (2) Press labels *firmly* on the binding, using a clean cloth to avoid soiling with fingers. Do not rub in pressing, unless a paper is laid over label so it will not be soiled or moved by the rubbing.
- When necessary to remove grease or glaze, brush book with ammonia and apply label as above.

025.2 ACCESSION DEPARTMENT
SERIALS, NEW YORK STATE LIBRARY

1 Definition

"A serial is a publication issued in successive parts, usually at regular intervals, and continued indefinitely."

2 Most used price lists of serials

For fuller list of bibliographies of serials see Bibliography bulletin 36
Selection of Cataloguers Reference Books, 1903, p. 380-94.

- a* American: American Newspaper Directory. Rowell \$10
Annual.
- b* English: Willing's Press Guide. Willing 1s
Annual.
- c* German: Deutscher Journal-Katalog. Schulze 1.75 m
Annual.
- d* French: Annuaire de la presse française et du monde politique.
Flammarion 15fr

3 Agents

- a* Abram De Blaey, 52 State st. Albany
- b* Gustav E. Stechert, 9 E. 16th st. New York

4 Ordering

- a* Order through agent.
See Lemcke, *The Librarian and the Importer*, *Library Journal*, Oct. 1897, 22:C13-14 or *Public Libraries*, Nov. 1897, 2:444-46.
- b* Order to expire at one date; i. e. end of calendar year.
- c* Order to begin volume or set.

5 Receipt

- a* Open mail.
- b* Alphabet serials, separating them from gift annuals and bien-nials and pamphlets not serial. Alphabet dailies separately.
- c* See that serials received regularly are addressed to department, not to individual, as in sample postcard following.

Reduced from 7½x11½ cm

New York State Library**Serials section**

Amateur sportsman
now addressed A. L. Bailey, State library, Albany N. Y.

should be addressed Serials section
 State Library
 Albany N. Y.

Please make the change.

MELVIL DEWEY Director
by G. A. W.

Albany, 9 F 1905

6 Record

Each morning record receipt of all serials and gifts.

- a* Enter all serials, except annuals and biennials received by gift, on serials check list on sheets. See Serials check list routine, p. 555.
- b* Enter on cards all gifts, including gifts for education section and gift annuals and biennials. See Gift list routine, p. 569. Gift serials entered on serials check list are recorded in gift list once a year. See Gift list routine, no. 4.
- c* Also enter current gift annuals and biennials on annuals check list on cards. See Annuals check list routine, p. 565. List of education annuals and biennials is kept in education section.

7 Shelving

- a* File alphabetically all current serials except annuals and biennials. See note on serials sheet, of section to which serial belongs, also location sheet of current periodicals bulletined in room 55; e. g. medical serials, room 33; library economy, room 56; etc.
- b* Send annuals and biennials on serials check list, bound or to be bound separately, to accession clerk, with call number, for accessioning; send others to shelf department to file in their regular places on shelves till volume is ready for binding. For gift annuals and biennials see Annuals check list routine.

8 Completion of sets

- a* Consult secondhand dealers' catalogues.
- b* Send to Boston Book Co., 83-91 Francis st. Boston, to Gustav E. Stechert, 9 E. 16th st. New York, and to A. S. Clark, Peekskill N. Y. for odd numbers.
- c* Send request blank for gifts.

9 Duplicates

- a* Send to duplicate collection for sale or exchange.
- b* Sell unimportant material as waste paper.

025.2 ACCESSION DEPARTMENT**SERIALS CHECK LIST ROUTINE, NEW YORK STATE
LIBRARY****1 Scope**

Alphabetic serials check list on sheets includes all serials except annuals, biennials etc. received by gift.

In the following directions the word annuals is used to include biennials etc.

2 Form

Enter each serial on a separate sheet, dailies on L. B. day blanks, other serials on special serials sheet. See samples following.

If serial belongs to special section, abbreviation for section is written in red above "Year," e. g. "M" (medical library). Dailies are kept in a separate book.

The special serials sheets are modeled after those of the John Crerar Library, Chicago. Each sheet, containing 26 lines, is 25x20cm, the left margin being covered by a punched linen hinge 3cm wide, of which 1cm laps over on sheet. The sheets are fastened in Commonsense binders. The back of the sheet furnishes a convenient record of volumes of the set in the bindery.

Serials sheet: daily

Reduced from 25x20cm

		<i>New York tribune</i>												<i>Pd De Blaey \$12 1Ja 95</i>		
		Jan.	Feb.	Mar.	Ap.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.			
O	1	V.54 17579	17610													
	2	80	11													
	3	81														
	4	82														
	5	83														
	6	84														
	7	85														
	8	86														
	9	87														
	10	88														
	11	89														
	12	90														
	13	91														
	14	92														
	15	93														
	16	94														
	17	95														
	18	96														
	19	97														
	20	98														
	21	99														
	22	600														
	23	1														
	24	2														
	25	3														
O	26	4														
	27	5														
	28	6														
	29	7														
	30	8														
	31	9														

3 Gifts

- a In case of gifts other than dailies, insert o (naught) under "Yearly subscription" and usually name and address of giver under "Ordered of," drawing line through "Ordered."
- b If given by publisher write the name under "Publisher" and insert abbreviation "Pub." under "Ordered of."
- c For dailies add name and, if necessary, address of giver, in upper right corner of sheet.

4 Acknowledgments

Send post card acknowledgment at end of fiscal year, verifying address if doubtful.

5 Subscription serials

- a When bill is received, add "Pd," amount, date of bill and year covered, in lower left corner of sheet. See sample for

Scribner's Magazine. Verify list and discount prices before certifying bill.

- b* For weeklies add "Pd," amount, and date of bill in first column under year covered. See sample for *Harper's Weekly*.
- c* For dailies add same facts with name of person from whom ordered in upper right corner of sheet. See sample for *New York Tribune*.

6 Earlier volumes

Keep record of earlier volumes ordered at time of current subscription; e. g. write v.1-4 above months on check sheet if ordered with v.5, the current volume. Record in same way odd volumes given at time a serial begins to come regularly. See sample for *Scribner's Magazine*.

7 Two copies

If two copies of a serial are received regularly write in red on sheet above "Year," number of copies and abbreviation of collections etc. for which they are intended. In entering serial, check serial number to show that two copies have been received; e. g. γ 10.

8 Volume numbers

Give volume number at beginning of entry except for annuals. See sample for *Harper's Weekly*.

9 Dailies

If Sunday edition is not received leave blank space. If no serial number is given use x to indicate receipt; this rule applies to all serials.

10 Annuals

Enter annuals in space of month in which they are received. Write exact date of receipt above date covered by annual, which shows when next volume may be expected.

11 Misprints

Enter serial number as printed even though it is evidently a misprint, using superiors to show that same number has been used more than once.

12 Checks on serials

- a* Stamp neatly "C" (meaning checked) and date of receipt on upper left corner of unbound serials; e. g. C14Jao2. This date is a convenient means of showing when next number may be

expected. If serial does not belong in general file of current periodicals send to section indicated on sheet in red above "Year."

- b* Send bound serials to accession clerk.

13 Missing numbers

- a* Send post card for missing numbers as soon as noted and systematically examine check list for delinquents at least once in six months. See sample cards following.
- b* Write to publisher, *not* agent, for American serials and for foreign serials received by gift; to agent, for foreign subscription serials.
- c* Keep date of request for missing numbers on back of sheet. See sample for *Scribner's Magazine*.
- d* When missing numbers come, note on back of sheet.
- e* Send notice three times before considering that serial is discontinued or is no longer given.

Delinquent sequents: subscription

Reduced from 7½x12½ cm

New York State Library

Serials section

We have not yet received our regular *Jan. 1905* no. of
Everybody's magazine

If published, please send it addressed **Serials section,**
State Library, Albany N. Y.

MELVIL DEWEY Director

Albany, 20 F 1905

by G. A. W.

Delinquent sequents: exchanges and gifts

Reduced from 7½x12½ cm

New York State Library

Serials section

We have not yet received *Educator v. 15, no. 10*

which you send us as a ~~exchange-~~
gift

If published, please send it addressed **Serials section,
State Library, Albany N. Y.**

MELVIL DEWEY Director

Albany, 20 F 1905

by G. A. W.

Delinquent sequents: general

Reduced from 7½x12½ cm

New York State Library

Serials section

Students' magazine no. 10

for *Mar. 1902* is the last received by us. Will you kindly
send us all later issues at your earliest convenience. If no
other is yet out, when may we expect the next number?

Please address **Serials section, State Library, Albany N. Y.**

MELVIL DEWEY Director

Albany, 15 F 1903

by G. A. W.

Missing numbers

Reduced from 7½x11½ cm

New York State Library**Serials section**

We find in preparing *the Detroit free press*
for binding that the following numbers are missing:

June 18, 19, 20, 27, 28, July 14, 15, 16, 17

If you will kindly supply these numbers, the courtesy
will be greatly appreciated.

Packages may be sent by express unpaid, or stamps will
be sent to prepay postage on notice of the amount. Please
address **Serials section, State Library, Albany N. Y.**

MELVIL DEWEY Director

Albany, 16 Ja 1902

by G. A. W.

14 Duplicates

Put duplicates with original numbers in regular file box till volume
is made up for binding, then send them to duplicate collection.

15 Binding

- a* When title-page and index (if any) come make up volume for binding.
- b* Record volumes of set sent to bindery on back of serials sheet.
See sample for *Scribner's Magazine*.

This serves as substitute for charge at loan desk.

16 Odd numbers

- a* Stamp odd numbers of serials not already on check list, with date of receipt and keep separate unless important enough to buy or request as gift at once.
- b* At end of month file alphabetically with miscellaneous serials previously received.
- c* Examine this file of miscellaneous serials at the same time, take out those serials which are apparently coming regularly and add to serials check list.
- d* Send to pamphlet collection serials to which no numbers have been added during past six months.

025.2 ACCESSION DEPARTMENT**ANNUALS CHECK LIST ROUTINE, NEW YORK STATE LIBRARY**

The word annuals is used to include biennials etc.

1 Scope

Alphabetic annuals check list on cards includes all annuals, biennials etc. received by gift, except those recorded in education section.

2 Acknowledgments

Acknowledge annuals by post card, carefully noting on check list card any change of address.

3 Entries

- a* Enter in gift list (see Gift list routine, p. 569) and in annuals check list.
- b* If two copies of an annual are received write on back of card abbreviation of collection for which copy 2 is intended. In entering annual, check year to show that two copies have been received; e.g. 1903. See sample below.

4 Current annuals not on check list

For current annuals for years 1890 to date, not already on check list, write card as in sample below giving:

- a* Author, according to *Library School Rules*, except that for personal authors with more than one forename generally the first is given with initials for the others.
- b* Address to be used in writing for later issues.
For societies, secretary's name and address are written on *back* of card. These may be in pencil to allow for change of secretary.
- c* Short title.
- d* Volume number if given, leaving spaces for missing volumes. If uncertain of number of volumes issued before the first received, leave first column blank.
- e* Year covered by volume, *not* year issued.
- f* Stamp date of receipt, which shows when next volume may be expected.

Last line on card is left blank for notes.

Class and book numbers are added in upper left corner of card as soon as assigned.

Annuals card

Reduced from 7½x12½ cm.

FRONT

020.6 N31	National association of state librarians												*over
	Proceedings												
	Vol.	Year	Rec'd	Vol.	Year	Rec'd	Vol.	Year	Rec'd	Vol.	Year	Rec'd	
	*												
	*												
	*												
	4	1901	10 N 01										
	6	✓ 1903	6 S 03										
	7	1904	8 F 05										
O													
N. Y. STATE LIBRARY ANNUALB.													

BACK

O	
Sec. John Doe, Madison Wis. 1-3 not printed separately; letter 29 Ja 04 ✓cop. 2 L.S.	Begged 14 Mr 03

5 Annuals before 1890

Treat annuals for which there is no card in annuals check list and which are dated before 1890 as ordinary pamphlets.

6 Checks for annuals on check list

- a In volumes, bound or to be bound separately, pencil date, source and "g" (meaning gift) on inner margin of first recto after title-page, e.g. 3Ja05 Pub g; add "C" (checked) on upper left corner of title-page and send to accession clerk. For annual previously on check list, send slip containing call number to accession clerk with the book. For annual not previously on check list call number is added to check list card when entered in accession book.
- b In other annuals stamp date of receipt in upper right corner of cover, pencil "g" (preceded by source if other than the institution treated as author) on inner margin of first recto after title-page, and add "C" on upper left corner of cover. If previously on check list pencil call number after "C" and send to shelf department. If not previously on check list send annual with the new check list card to assistant classifier, who revises card, classifies annual, adds class number to card, returns card to annuals clerk and sends annual to catalogue department.

Pamphlet assistant writes temporary manila slip for name catalogue, following entry on check list, stamps slip "See annuals check list," stamps "Pam." below class number and makes name references if necessary. If other numbers for years 1890 to date are found in catalogue they are entered on check list card. For numbers before 1890, note is added to check list card "For previous numbers see card catalogue." For fuller directions for cataloguing pamphlets, with samples, see 025.3 Catalogue department. *Cataloguing unbound pamphlets.*

7 Missing numbers

Once a year send post card for annuals due but not received. See samples under Serials check list routine no. 13. When a missing number is written for, write date on which request is sent on back of card. See sample above.

025.2 ACCESSION DEPARTMENT


GIFT LIST ROUTINE, NEW YORK STATE LIBRARY

- 1 This alphabetic card list records all gifts, including those entered in serials and annuals check lists. Gifts for education section are kept in separate alphabet. For triennial printed gift list covering years 1901-3, see *New York State Library Report*, 1903, p.60-174.
- 2 Gifts from same person, institution etc. are entered on one card. Name of giver is written at top of printed gift card, followed by address when necessary, and number of volumes, pamphlets and other gifts as in sample following. Date used is for fiscal year.

Gift card

Reduced from 7½x12½ cm

FRONT

Name <i>Appleton, D. & Co.</i>											
Address <i>72 5 av. New York</i>											
Date	Vol.	Pam.	Oth.	Date	Vol.	Pam.	Oth.	Date	Vol.	Pam.	Oth.
1005 14 <i>Ja</i>		1									
17 <i>My</i>			1								
1906 2 <i>N</i>	1										
11 <i>F</i>		1									
											
N. Y. STATE LIBRARY GIFT CARD											

BACK



Author and title: *Bates N.W. Ancestors & descend. of A Bates 04*

- 3 In case of important gifts, title of gift is entered on back of card. See sample above.
- 4 At end of fiscal year, Sep. 30, serials check list is examined and all gifts acknowledged and entered in gift list. Date of fiscal year and number of parts received are then recorded. See sample following.

Gift card

Reduced from 7½x12½ cm

Name		<i>Adelphian</i>		<i>Pub.</i>	
Address		<i>Adelphi academy, Brooklyn N. Y.</i>			

Date	Vol.	Pam.	Oth.	Date	Vol.	Pam.	Oth.	Date	Vol.	Pam.	Oth.	Date	Vol.	Pam.	Oth.
1901		10													
1902		9													
1903		9													

N. Y. STATE LIBRARY GIFT CARD

- 5 When periodical is given by publisher, name of periodical is written at top of card followed by publisher's address. See sample above.
- 6 All gifts except those entered on serials check list are acknowledged by printed post card or engraved card as soon as received. Change of address should be *carefully* noted on both gift and annuals cards.

025.2 ACCESSION DEPARTMENT

GIFT REQUESTS AND ACKNOWLEDGMENTS, NEW YORK
STATE LIBRARY

- 1 Write neatly. Use either script or disjoined hand for gift requests and post card acknowledgments; for engraved acknowledgments use script. *Never send out a slovenly gift request or acknowledgment.*
- 2 Acknowledge routine gifts from an institution; reports etc. to the institution, not to any official; e. g. address Public library, Boston Mass. *not* H. G. Wadlin, Librarian. But acknowledge to an official gifts obtained through his instrumentality.
- 3 Give address in proper form, being specially careful in foreign addresses. For names of foreign institutions follow forms used in Smithsonian Institution international exchange list. Give street address in large cities. In addresses containing numbered streets, write the number *in* the street and *of* the street in two distinct groups separated by 1cm space. If stragglingly written 121 5 st. may be read as 12 15 st.
- 4 Avoid obscure abbreviations; e. g. write West New Brighton N. Y. *not* S. I.; Ontario, Canada, *not* Ontario; S. Australia, *not* S. A.
- 5 Prefer short forms; e. g. write 375 5 av. New York, *not* 375 Fifth ave. New York N. Y. or New York city; Box 205, Pittsburgh Pa. *not* P. O. box 205, Pittsburgh, Penn.
- 6 Avoid writing name of place twice; e. g. write Naturwissenschaftlicher verein, Bremen Ger. *not* Naturwissenschaftlicher verein zu Bremen, Bremen Ger.
- 7 Give proper honorary titles; e. g. Pres. C. W. Eliot, Harvard university; Hon. Malcolm Fraser.
- 8 In writing book titles follow form given on title-page; e. g. catalogue or catalog.
- 9 For omission of initial article see under "Book titles" in *Editing Rules*, treating gift requests and acknowledgments as book lists.
- 10 In acknowledging gifts to both Library School and Library from same source, do not write two cards, but acknowledge both on Library card saying, e. g. "also 2 copies for Library School."
- 11 On engraved acknowledgment, after titles of bound volumes and most important pamphlets have been given, write e. g.

"18 other pamphlets and blanks." In case of foreign postage, write "5" conspicuously in upper right corner of envelop to guard against insufficient postage.

- 12 Omit punctuation at end of line in superscriptions; e. g.
Phrenological journal
27 E. 21 st.

New York

- 13 For other punctuation, abbreviations and spelling see *Editing Rules*.
14 For arrangement of matter in gift acknowledgments and requests see samples following and the set in binder.

Acknowledgment: general

Reduced from $7\frac{1}{2} \times 12\frac{1}{2}$ cm

New York State Library

Accession department

The library has received your annual { report
catalogue for 1904-5
proceedings

The gift is gratefully acknowledged and will be duly credited.

MELVIL DEWEY

Director

Albany, 20 F 1905

Recorded by E. E. C.

Acknowledgment: foreign

New York State Library

Accession department

The library gratefully acknowledges the receipt of
Jahresbericht 1905

The gift has been officially registered and will be duly credited.

MELVIL DEWEY

Director

Albany, 20 F 1905

Recorded by E. E. C.

025.3 CATALOGUING**DIRECTIONS FOR CATALOGUERS, NEW YORK STATE LIBRARY****1 Supplies**

Use cards and slips and 5x7½ cm manila slips belonging to Library.

2 Canceled cards

When a card is to be rewritten *cancel* it by a pen stroke across its face.

Keep all canceled cards and hand them in with time sheets on first of each month.

3 What not to do

- a* Do not waste time.
- b* Do not remove a card from the catalogue. See 12.
- c* Do not mark title-page of a book.
- d* If unbound book has accession number do not put "unb." on cards. Book is to be bound.
- e* Do not put superior red headings on cards for local histories, registers etc. These are added by shelflister.
- f* Do not put class numbers in either blue or red ink on face of cards, or write "2 cop." on face of cards. These are added by shelflister.
- g* Do not put cataloguer's signature on any cards except main author card, and on author analytic card when author of part analyzed has but one forename, to show that card is to be filed in name catalogue.

4 Penciled numbers

On *secondary* cards for subject catalogue, i. e. analytics or general subject reference cards, pencil cross reference number on lower left margin of face of card. This applies to secondary cards only. Shelflister copies penciled number in red ink on top line of card.

5 Notes in books

If two blank cards with stamped accession numbers are in book to be catalogued be careful to use them in writing the two main cards (except for works of criticism and anonymous biographies). Keep with great care any notes, colored slips or pieces of braid found in book, and leave them with cards when written.

6 Rush books

Red braid in book calls for haste. Catalogue promptly and give to reviser in person.

7 Bibliography slips

Yellow $12\frac{1}{2} \times 7\frac{1}{2}$ cm slip in book, with class number for a short bibliography, calls for a slip to be made for a supplementary catalogue. This slip does not go into main catalogue. It is written by a special assistant after book is revised.

8 Printed cards

If printed cards are found in book, give them with book to head cataloguer. It has already been catalogued and the cards are adapted for Library by a special assistant.

9 Special collections

All books belonging to special collections have special marks on bookplates.

- a Books marked C, D, H, M, R or V before class numbers on bookplates are catalogued according to general rules.
- b Books marked W before class numbers on bookplates belong to collection written by women born or resident in New York State. The books have special bookplates and are kept together on the shelves. The cards are written separately from all other cards. Different cards for two copies or two editions of same work are thus found together in catalogue. Two editions, both W books, of same work go on same card, according to general rule.

As a separate collection marked E for use of examiners, has been similarly catalogued, three cards for different copies or editions, also three series cards for same series may sometimes be found together in catalogue; i. e. one for books belonging to general library, one for E books and one for W books. Be careful to add to right card.

- c Books for blind, marked B, are catalogued by a special assistant.

10 Name list

- a **Abbreviations.** List of abbreviations for most frequently used reference books, placed at beginning of name list, is printed on p. 579.
- b **Supplement.** Lists of changed titles and of headings for works catalogued like the Koran are placed at end of name list.
- c **Corrections.** If a name slip needs to be changed report to head cataloguer. Correction or amplification is written in red ink.

- d Library Journal full names.** Name slips without the blue star, indexing lists of full names in *Library Journal*, are filed in name list to be used when needed. When a book requiring one of these slips is catalogued the slip is removed from name list, and is verified, checked and signed by cataloguer. A star is added by reviser.
- e Memorandum.** With every book catalogued hand in either a name slip or a 5x7½ cm slip marked "St. in n. 1." (starred in name list). In making latter slip be most careful not to confuse two authors of same name.
- f Consult best authorities.** Write name slip with utmost distinctness. In general consult not more than three authorities. Let these be without exception the best available authorities, not those nearest at hand. Remember this slip settles the form for all books by same author.
- g When made.** Name slips are made for every personal author, translator, subject of biography, etc. for all bodies used as authors, for anonymous books with author not found, for headings like the Koran, for family headings in genealogies, for series cards.
- h When not made.** Name slips are *not* made for periodicals or for red headings on blue cards in subject catalogue.
- i Slips for series.** Name slips for series cards have been only recently made. Many series cards for which no name slips have been made are in catalogue, and must be looked for there.
- j Differentiate families.** Family headings in genealogies must be kept distinct the same as personal authors. This requires investigation when two families have same name.
- k Arrangement.** Name slips for families are alphabetized after names of individuals with same surname.
- l o16 headings.** In cataloguing subject bibliography, always consult blue cards in subject catalogue to see headings already assigned. Same class number may or may not call for same heading; e. g. bibliographies of cycling and tennis have same number and different headings; but for two bibliographies of birds one heading should not be ornithology and the other birds; they should be alike.

11 Serials

- A serial is a work to be continued indefinitely, as the report of a board of health.
- a Get all the books of the set.** In cataloguing a serial the first and most imperative thing is to collect all volumes of the set belonging to the Library.

- b Catalogues to consult.** There are four catalogues to consult; i. e. the new card catalogue, the old slip catalogue in boxes, the printed catalogue published in 1855 and the catalogue of recent pamphlets, now being incorporated in the name catalogue. Consult also serials and annuals check lists in room 55 and for publications of libraries the shelves and catalogue of bibliography and library economy pamphlets (010-020) in room 59.
- c Do not alter serials cards.** If set is already in new catalogue look no farther but report to head cataloguer. Serials cards are altered by a special assistant, never by a Library School student.
- d Memorandum.** Hand in slip with every serial, telling what catalogues were consulted to find more of set.
- e Date.** "C" in upper left corner of cover or title-page of serial shows that the work is checked when received, on serials or annuals check list in room 55. Such works are generally catalogued "to date."

12 Added editions and additions to series

If a new edition, without variation of title, is to be added to cards (not conflicting with rule for W books, 9 b) ask cards clerk to take out cards. Add new edition with two dashes and imprint. Ask also for series card, when a new volume is to be added.

13 Reviser's notes

If reviser returns a book for correction, read the whole of reviser's note and after making the corrections return it to reviser in person with book and cards.

14 Six points for each book

Points to observe in every book catalogued:

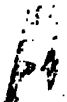
- a** See bookplate, find out what class number, subject reference numbers and letters used in special schemes, mean.
- b** Before writing cards, decide how many are to be made; when written, see that every secondary card is traced on one or both main cards.
- c** Make name slip or memorandum for every author.
- d** Write signature on card.
- e** Write signature in book (*middle* of inner margin of first recto after title-page; e. g. 2 Ja 05 Chr).
- f** Write accession numbers on main cards.

In sets where there are *numerous* numbers to be written write "See shelflist" on back of main cards and send a slip containing the numbers to reviser with the cards.

025.3 CATALOGUING

NAME LIST ABBREVIATIONS FOR CATALOGUERS
REFERENCE BOOKS

Aa	Aa, van der. Biographisch woordenboek
Ad. A.	Adams. Dictionary of American Authors
Ad. E.	——— Brief Handbook of English Authors
Adv.	Advocates, Faculty of. Catalogue of the Library
Al.	Allibone. Critical Dictionary of English Literature and British and American Authors
Al. sup.	——— Supplement
All. deut.	Allgemeine deutsche Biographie
Alum. Oxon.	Foster. Alumni Oxonienses
Am. cat.	American Catalogue
An. Am.	Annual American Catalogue
Ap.	Wilson & Fiske. Appletons' Cyclopaedia of American Biography
As.	Astor Library. Catalogue
B. A.	Boston Athenaeum. Catalogue
Bar.	Barbier. Dictionnaire des ouvrages anonymes
Bar. sup.	Brunet. Dictionnaire des ouvrages anonymes
Born.	Bornmüller. Biographisches Schriftsteller-Lexikon der Gegenwart
Br. mus.	British Museum—Library. Catalogue of Printed Books
Brock.	Brockhaus. Brockhaus' Konversations-Lexikon
Bru.	Brunet. Manuel du libraire et de l'amateur de livres
Cent.	Smith. Century Cyclopedia of Names
Champ. M.	Champlin & Apthorp. Cyclopedia of Music and Musicians
Champ. P.	——— & Perkins. Cyclopedia of Painters and Paintings
Cu. A.	Cushing. Anonyms
Cu. P.	——— Initials and Pseudonyms
Encyc. Brit.	Encyclopaedia Britannica
Eng. cat.	English Catalogue
Eng. an.	——— [annual]
Gra.	Grasse. Trésor de livres rares et précieux
La grande	La grande encyclopédie
Gub.	Gubernatis, de. Dictionnaire international des écrivains du jour
H. & L.	Halkett & Laing. Dictionary of the Anonymous and Pseudonymous Literature of Great Britain



- Hein. Heinsius. Allgemeines Bücher-Lexikon
 Kay. Kayser. Vollständiges Bücher-Lexicon
 Kürsch. Kürschner. Deutscher Litteratur Kalender
 L. C. U. S.—Library of Congress. Printed Card Catalogue
 L. J. Library Journal
 Lar. Larousse. Grand dictionnaire universel du 19e siècle
 Lip. Thomas. Universal Pronouncing Dictionary of Biography and Mythology
 Binder's title *Lippincott's Pronouncing Biographical Dictionary*.
 Lor. Lorenz. Catalogue général de la librairie française
 Low. Lowndes. Bibliographer's Manual of English Literature
 M. T. Men and Women of the Time
 Mey. Meyer. Konversations-Lexikon
 Mich. Biographie universelle
 Quoted as *Michaud's Biographie*.
 Min. Minerva
 Nat. cyc. National Cyclopaedia of American Biography
 Nouv. Lar. Nouveau Larousse illustré
 Ot. B. Ottinger. Bibliographie biographique universelle
 Ot. M. ——— Moniteur des dates
 P. Peabody Institute of the City of Baltimore. Catalogue of the Library
 P. 2d ——— Second Catalogue
 Ph. Phillips. Great Index of Biographical Reference
 Pog. Poggendorff. Biographisch-literarisches Handwörterbuch
 Q. Quérard. Les supercheries littéraires dévoilées
 Q. contemp. ——— & others. La littérature française contemporaine
 Q. La F. ——— La France littéraire
 Sab. Sabin. Dictionary of Books relating to America
 Sch.-H. Schaff. Religious Encyclopaedia
 Binder's title *Schaff-Herzog Encyclopaedia of Religious Knowledge*.
 St. Stephen. Dictionary of National Biography
 Surg.-Gen. U. S.—Surgeon-General's Office. Index-catalogue of the Library
 V. Vapereau. Dictionnaire universel des contemporains
 W. Watt. Bibliotheca Britannica
 W. W. Who's Who
 W. W. A. Who's Who in America

025.3 CATALOGUING

CATALOGUING UNBOUND PAMPHLETS

- 1 Use 7½x12½ cm manila slips with printed heading, "Temporary slip. Entry not yet revised."
- 2 Use typewriter or disjoined hand.
- 3 Usually make author slip only. See also 6, 8, 14, 15.
- 4 Typewrite or write in black ink class number in usual place and typewrite or stamp "Pam." below space for book number.
- 5 In headings follow *Library School Rules*. Do not look up full names and dates except in name catalogue.
- 6 Make reference from one form of name to another, as in *Library School Rules*; for tracing underline on face of slip when name referred from is given, otherwise trace reference from back. Added entries are similarly traced. For exception see 14.
- 7 Use short title; see sample 1. Use dots for important omissions; see samples 5-8.
- 8 Make title slip for anonymous pamphlet, author found.
- 9 In imprint give:
 - main paging only (unless groups are nearly equal) or volumes if more than one
 - il. if pamphlet is illustrated in any way
 - size
 - place
 - date
- 10 Use brackets for matter supplied; see samples 3 and 6.
- 11 In case of reprint, address or thesis add note to catalogue slip; see sample 1.
- 12 a For annuals, biennials etc. entered on annuals check list (indicated by "C" in upper left corner of front cover of pamphlet) give in imprint only il. size and place of publication, and stamp below. "See annuals check list", as in samples 4-5.
- b If unstamped temporary slip for part of set is found in name catalogue, get material from shelves, see that class number for old and new material is the same, stamp slip "See annuals check list" and see that all numbers for 1890 to date are entered on annuals check list.
 - If any numbers before 1890 are entered in catalogue but are not already on annuals check list, note is added to check list card "For previous numbers see card catalogue."
- 13 For continuations not on check lists, in place of stamp used in 12, write in columns exact statement of volumes in library, with

dates which they cover. Make additions in order of volume numbers. See samples 2-3 and 7.

- 14 a For governor's annual messages, mayor's addresses etc. on annuals check list, catalogue under official heading and stamp below imprint "See annuals check list," as in sample 5.

Make also slip with full imprint under personal name; see sample 6. Add briefly to personal slip other messages by same governor etc. Trace the personal entries from pamphlets themselves by dot below name under which entry is made.

- b For annual messages etc. not on annuals check list, in place of stamp give dates of messages; see sample 7. Also make slip under personal name as in 14a, following same method of tracing.

- 15 For special messages make slip with full imprint under personal name, see sample 8; also series slip under official heading, see sample 9.

- 16 Add cataloguer's signature to back of main author slip.

- 17 Draw short horizontal line neatly in ink below last letter or figure on cover to show that pamphlet is catalogued.

- 18 Lay slips in pamphlet and give to reviser to be filed in name catalogue, room 35.

Sample slips

Reduced from $7\frac{1}{2} \times 12\frac{1}{2}$ cm.

- 1 Simple author card with address and reprint notes. See Rules 3 and 11

Temporary slip.	Entry not yet revised.
616.995	White, James C. M.D. Clinical aspects of cutaneous tuberculosis. 3op. D. Bost. 1891.
Pam.	Read at the meeting of the American dermatological association at Washington, Sep. 23, 1891. Reprinted fr. Boston medical & surgical journal, Nov. 12, 1891.

2 Continuation not on check lists: annual. See Rule 13

Temporary slip.	Entry	not yet revised.
362.6	Boston	, Home for aged couples. Annual report. O. Bost.
Pam.		v. 10 1893 v. 11 1894 v. 12 1895 v. 13 1896 v. 16 1899
	v. 9	1892
		○

3 Continuation not on check lists: weekly. See Rule 13

Temporary slip.	Entry	not yet revised.
268	[Nashville.]	Illustrated lesson paper, [weekly]. il.D.
Pam.		
	1894	v. 14, no. 21-35
	1896	v. 16, no. 3-5, 15, 18-20
		○

4 Continuation on annuals check list. See Rule 12 1

Temporary slip.	Entry not yet revised.	
634	Peninsula horticultural society. Transactions of the annual session.	il.D.
Pam.	Dover, Del.	
	See annuals check list.	

5 Governor's annual message on annuals check list. See Rule 14a

Temporary slip.	Entry not yet revised.	
353.9749	New Jersey—Governor. Annual message . . . to the legislature.	O.
Pam.	Trenton.	
	See annuals check list.	

8 Governor's special message not on annuals check list. See Rule 15

Temporary slip.	Entry not yet revised.
385	La Follette, Robert M. State regulation of railroad rates, special mes- sage of . . . governor of <u>Wisconsin</u> , Ap. 28, 1903.
Pam.	183 p. O. Madison 1903.

9 Series slip for governor's special message not on annuals check list.
See Rule 15

Temporary slip.	Entry not yet revised.
385	Wisconsin—Governor. Special message. La Follette, R.M. State regulation of railroad rates. 1903.
Pam. 637	Heard, W: D. Dairy interests of the state. 1891.
Pam.	

025.3 CATALOGUING

OUTLINE OF ELEMENTARY CATALOGUING COURSE

Corinne Bacon

Dictionary cataloguing

LIST

- Use of card catalogue
- 1 Author and subject cards
- 2 Title cards
 - "See" subject references
- 3 Editor cards
 - Name reference cards
- 4 Editors of collections
 - Added editions
- 5 Anonymous books, author not found
 - Contents
- 6 Anonymous books, author found
- 7 Joint authors
 - General secondary cards
- 8 Pseudonyms
 - Initials
- 9 Special pseudonyms
 - Changed titles
 - Partial titles
 - Review and quiz
- 10 General subject references
 - "See" analytics
- 11 "In" analytics
 - Author analytics
 - Title analytics
- 12 Series
- 13 Anonymous classics
 - Independents
- 14 Periodicals
- 15 Periodicals
- 16 Body as author
- 17 Biography
 - Bibliography
- 18 Criticism

LIST

- 19 College societies
 - Fraternities
 - Addresses
 - Maps
 - 2d copy
 - Sovereigns
 - Anonymous biography
- 20 Trials, crown, criminal, ecclesiastical, civil and marine
 - Pleas
 - Decisions
 - Digests
 - Theses
 - Clippings
- 21 Review
- 22 Name list
 - Reference books for cataloguers
- 23 Independent cataloguing
- 24 Independent cataloguing
- 25 Cataloguing for popular libraries

Classed cataloguing

- 26 Miscellaneous
- 27 Miscellaneous
- 28 Biography
- 29 Bibliography
 - Criticism
- 30 Genealogy
 - Local history
 - Registers
 - Special topics guides
 - Church history

LIST

- 31 Bibles
 - Special authors
 - Foreign sovereigns
- 32 Independent cataloguing
- 33 Independent cataloguing
- 34 Independent cataloguing

Subject headings

- 1 Science
- 2 Literature
 - Bibliography
- 3 Biography
 - Genealogy
- 4 Country subheads
- 5 Description and travel
- 6 Indians, Jews, gipsies, negroes
etc.

LIST

- 7 Language
 - Bible
- 8 Religion
- 9 Philosophy
- 10 Sociology
- 11 History
- 12 History: foreign relations,
colonies, imperialism etc.
- 13 Fine arts
 - Industrial arts
- 14 Miscellaneous
- 15 Government documents
- 16 Fiction
 - Shakspeare
 - Militia
- 17 Miscellaneous
- 18 Government documents

025.3 CATALOGUING ADVANCED CATALOGUING

Ada Alice Jones

Ten codes of cataloguing rules for comparative study

- 1 American Library Association. A. L. A. Rules; Condensed Rules for an Author and Title Catalog
- 2 Bodleian Library. Compendious Cataloguing Rules for the Author-catalogue
- 3 British Museum—Library. Rules for the Compilation of the Catalogue of Printed Books
- 4 Cutter, Charles Ammi. Rules for a Dictionary Catalog
- 5 Dewey, Melvil. Library School Card Catalog Rules
- 6 Jewett, Charles Coffin. On the Construction of Catalogues of Libraries; with rules and examples
- 7 Library Association of the United Kingdom. Cataloguing Rules for an Author Catalogue
- 8 Linderfelt, Klas August. Eclectic Card Catalog Rules; Author and Title Entries
- 9 Perkins, Frederic Beecher. San Francisco Cataloguing for Public Libraries
- 10 Wheatley, Henry Benjamin. How to Catalogue a Library

Twenty points to be noted in comparative study of cataloguing rules

- | | |
|---|--|
| 1 Fulness of author's name,
including names of married
women, popes and sove-
reigns | 11 Maps |
| 2 Author's dates | 12 Series |
| 3 Joint authors | 13 Continuations to be added to
catalogue |
| 4 Noblemen | 14 Anonymous books |
| 5 Pseudonyms | 15 Fulness of title |
| 6 Official bureaus, boards etc. | 16 Titles in two or more lan-
guages |
| 7 Cities | 17 Imprint, in full |
| 8 Societies | 18 Contents and notes |
| 9 Catalogues | 19 Analysis |
| 10 Musical works | 20 Added entries exclusive of
analysis |

025.4 CLASSIFICATION**PRACTICE WORK, NEW YORK STATE LIBRARY SCHOOL****Ada Bunnell****I General**

Write class number with cross references on 7½x5 cm slip, sign your initials or name and put in book. Give exact paging for analytics.

2 Cross references

- a* Do not make cross references for less than 10 pages except in case of bibliography which should be not less than 3 pages.
- b* Place book on 4 divisions of one subject with general class, a book on 3 divisions or less with one of these divisions with cross references to the others.

3 Different editions

If you suspect there may be another edition of a book in the library, look in catalogue for class number so all editions will be in same class. If you look in catalogue make note for use of cataloguer telling whether another copy or edition is there or not.

4 Special schemes

For colleges and single works of authors having special numbers (e. g. in literature) use special schemes to be found at head classifier's desk. For collected works of all authors having special numbers, and books about those authors, use D-N of "Book Numbers for Special Author Library", printed on p. 629. For authors for which the library wishes to keep all its material together (i. e. Shakspeare, Göthe and Dante) use also A-C. For table for American local government see "Lower Case Letters in Book Numbers" (p. 627), no. 5.

5 Sermons, essays etc.

- a* Class a single sermon or essay with its subject.
- b* Class a collection of sermons or essays on special subject with subject.

6 Recent fiction

For recent fiction, unless absolutely certain of nationality of author, consult slip catalogue on back of desk of sublibrarian (selection and annotation) and if necessary read reviews there noted.

Recent poetry, essays etc. should be similarly treated.

7 Description and travel

In classifying description and travel do not add period divisions to geographic divisions of a country.

8 Biography

- a* In classifying biography, if necessary, consult State Library catalogue and biographic dictionaries before assigning number.
- b* Do not carry biography of chief rulers to period divisions in history or of authors with special numbers to that number.
- c* Make no reference from the biography of a king to the history of his reign or the reverse.

9 Reference books useful in classification

General

American Library Association. A. L. A. Catalog
 Larousse. Grand dictionnaire universel du 19^e siècle
 Nouveau Larousse illustré
 Whitney. Century Dictionary

Science

Whitney. Century Dictionary

Medicine

Billings & others. National Medical Dictionary; incl. English, French, German, Italian and Latin technical terms used in medicine and the collateral sciences
 Foster & others. Illustrated Encyclopaedic Medical Dictionary; technical terms used by writers on medicine and the collateral sciences in Latin, English, French and German

Gazetteers

Lippincott's Gazetteer of the World

Biographic dictionaries

Allibone. Critical Dictionary of English Literature and British and American Authors
 Biographie universelle
 Quoted as *Michaud's Biographie*.
 Thomas. Universal Pronouncing Dictionary of Biography and Mythology
 Binder's title *Lippincott's Pronouncing Biographical Dictionary*.
 Wilson & Fiske. Appletons' Cyclopaedia of American Biography

Americana

Sabin. Dictionary of Books relating to America
 Ends with Henry Smith.
 Winsor. Narrative and Critical History of America

025.7 BINDING

BINDING ROUTINE, NEW YORK STATE LIBRARY

1 Books to be sent to bindery

- a See that volume is complete. Look up, beg or order missing numbers of serials and record on $5 \times 7\frac{1}{2}$ cm slips.
- b See that each periodical has title-page and index. List (on $5 \times 7\frac{1}{2}$ cm slips) of periodicals without indexes will show what periodicals do not print them. Send to foreign agent for title-pages and indexes to complete foreign periodicals which are bought; send to publishers for all others.
- c Arrange pieces to be bound together and tie firmly.
- d Keep binding slips stamped ahead with consecutive numbers:
 - (1) Slips for serials on check list 01—0999
 - (2) Slips for other books 1—999
- e Fill out binding slips according to printed binding rules (p. 599) for all books except resews and repairs. If a book belongs to a set, consult old pattern file of binding slips to see if other volumes have been bound. If it is a serial volume, consult current pattern file.
 - (1) If no volume has been bound, decide on binding, lettering etc. and underline "No pattern" at bottom of slip.
 - (2) If volumes have been bound, copy old slip, making necessary changes in date, volume number etc. If size has so changed as to require change in shelving (necessitating change in call number), omit call number or give changed call number.
- f Resews are sent to the bindery without slips. For repairs fill out time slips.

Time slip

Reduced from $7\frac{1}{2} \times 12\frac{1}{2}$ cm

Clapper & Van Wely	190
Please	
<div style="display: flex; justify-content: space-between;"> for and charge to </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> work done by Time hours </div>	

- g* Make out white charging slips for all books except
 - (1) Law, which are charged in room 39 before sending to room 55.
 - (2) Home Education, which are charged in room 51 before sending to room 55.
 - (3) Serials on check list, which are charged on check list by serials clerk.
- h* Give binding slips for serials on check list to serials clerk for charge.
- i* Put binding slips in books and send to bindery.
- j* Send charging slips to loan desk, where date is stamped.
- k* When binder calls for patterns, charge them on white charging slips, and send slips to be filed at loan desk.
When through with patterns, binder returns them directly to loan desk for discharge; charging slips destroyed.

2 Books returned from bindery

- a* Books are returned from bindery arranged on truck in order of binding numbers on accompanying invoice. Compare books with invoice, noting whether directions on binding slip have been accurately followed and whether size, lines of lettering and total cost as given on invoice are correct. The invoices, when corrected and the corrections approved by binder, are held till binders monthly bill is sent. This is compared with invoices, stamped, approved and sent to cashier. Invoices filed.
- b* After removing binding slips from books, send Home Education books to room 51; others to be accessioned, or to have binding noted in accession book if already accessioned (e. g. bd 2mor 6Ja05) and date noted in book on first recto after title-page (e. g. 6Ja05 bd).
- c* Books which have no binding slips, i. e. resews and repairs, are counted and sent, law to room 39, Home Education to room 51, and others to loan desk, where their charging slips are destroyed.
- d* Give binding slips for serials on check list to serials clerk for discharge. Date of return is stamped on check list.
- e* Destroy binding slips for Home Education books, send slips for law books to room 39 and the rest to loan desk.
- j* (1) Loan clerk stamps date of return on charging slips and sends them to room 55.
(2) For law books, charging slips in room 39 discharged and filed.
(3) For Home Education, book cards in room 51 replaced.
- g* Binding slips returned from loan desk and with serials binding slips sorted in room 55.

- (1) Those for current serials put in current pattern file. Similar ones there found, if any, are destroyed unless differing in details other than date, volume number and call number, in which case they are put in old pattern file for use if old volumes need rebinding.
- (2) Those for volumes of sets or old serials put in old pattern file, similar ones there found, if any, being destroyed.
- (3) Others put in tracing file.
- h* Charging slips filed in room 55 by call number if any, otherwise by author.
- i* At end of fiscal year tracing file of binding slips and file of charging slips held for a year and then destroyed.

025.7 BINDING**SUGGESTED BINDING ROUTINE FOR SMALL LIBRARY**

- 1 Examine books for binding, noticing condition, completeness, plates, title-pages, indexes etc.
- 2 Make out binding slips, giving number of volumes, color, style, size and exact lettering. Lay slips in books.
- 3 Make out charging slips for loan desk.
- 4 Send books to bindery.
- 5 When books are returned from bindery check itemized bill with price schedule.
- 6 Discharge books at loan desk by comparing binding slips with charging slips.
- 7 File alphabetically such slips returned from bindery as will be needed as patterns.

025.7 BINDING

RULES AND SPECIFICATIONS, NEW YORK STATE
LIBRARY

1 Color

- a* Use the following colors in binding books in the various languages:
- | | | | |
|-------------|----------------|-------------|---------------------|
| light brown | American | olive | Spanish |
| dark brown | English | light green | Latin |
| black | German | dark green | Greek |
| dark blue | other Teutonic | light blue | other Indo-European |
| red | French | yellow | Semitic |
| maroon | Italian | light drab | other languages |
- For books bound in half duck use light brown for American books, dark brown for all others.
- b* Bind dictionaries in language color of definition.
- c* Bind double dictionaries of English and other language in English color; e.g. bind German-English and English-German in dark brown.
- d* Bind American editions of English books in American color and English editions of American books in English color.
- e* Bind translations or annotated literary works in language color of translation or notes.

2 Style

- a* Bind books not much used in cloth, unless too heavy.
- b* Bind all others, except very heavy books and law books, in half Turkey morocco.
- c* Bind extra heavy books in half duck.
- d* Use American russia for law books in place of law sheep.

3 Lettering

- a* Letter author's surname in top panel, preceded by initials where there is danger of confusing with better known author of same surname.
- b* Letter title in second panel, including title of periodical.
- c* Letter editor, if needed, in third panel.
- d* Letter volume number in large arabic figures in fourth panel; e. g. 12 not Vol. 12. Do not letter copy number.
- e* Letter year, number of volume from beginning of set, number of series and volume of series in the following form:

1883	1880-84	not	{	1880, 81, 82, 83, 84
298	5-9			5, 6, 7, 8, 9
SERIES 2	SERIES 2			2 series
14	1-5			1, 2, 3, 4, 5

- f* Letter call number in bottom broad panel. In oversize books, put call number at top of first panel.
- g* Letter "N. Y. State Library" in narrow panel at bottom. For books in Home Education, Library School collection and Woman's Library omit "N. Y. State Library."
- h* Letter two books bound together, with author of first book in top panel and its title in second panel; in third panel, letter author and title of second book.
- i* If volume is too thin to be lettered across the back, letter from top to bottom, placing call number at bottom of book unless oversize; see sample 2*c*.
- j* Letter all oversize books to be shelved on their sides (i. e. x, y and z books) from top to bottom, call number being at the top; see sample 2*d*.

Sample binding slips

12½x7½ cm

Binding slips are filled out according to foregoing directions by binding clerk. See Binding routine (p. 593) no. 12.

I FRONT

Binding no. 817

Volumes 2

Total price

Follow exactly arrangement of lines, punctuation, lettering, as on back of this slip, and general printed directions on separate sheet.

Color

1 <u>Light brown</u>	4 Red	8 Dark green
2 Dark brown	5 Maroon	91 Light blue
3 Black	6 Olive	92 Yellow
39 Dark blue	7 Light green	93-99 Light drab

Style

<u>½ mor.</u>	cloth	½ duck	½ Am. russia
---------------	-------	--------	--------------

Size

Outside height in centimeters must not exceed

T	S	D	O	Q	F	F'	F'	F'	F'
15	17½	20	<u>25</u>	30	35	40	45	50	60

No pattern

Rush Charge to

Remarks

2 BACK

When a book is so proportioned as to be improved by an extra panel a blank panel is inserted below the fourth.

- a Single slip used for more than one volume of a work; shows also editors and volume numbers with contents.

Smith	
Dictionary of the Bible	
Hackett and Abbot	
1 A to Gennesaret	2 Gennesaret to Market
220.3 Sm6	
N. Y. State Library	

- b Oversize book with call number in top panel. Shows treatment of official author heading with subhead (Prussia—Statistisches bureau), use of single slip for more than one volume, also volumes bound in parts.

314.31 qP95 Prussia Statistisches bureau		
Preussische statistik		
1898 151 ^{Pt1}	1902 176 ^{Pt3}	1903 177 ^{Pt1}
N. Y. State Library		

c Thin book to be lettered from top to bottom.

Allen
History
topics
907 A15
a N. Y. State Library

a Lettered across or lengthwise on book according to binder's judgment.

- d Oversize book to be shelved on its side. Very thin books lettered in one line.

071 xB8
Buffalo
express
1905 Ja-Mr
N. Y. State Library

4 Serials

- a Bind all covers of pamphlets and magazines and all advertising leaves in regular order, except for periodicals having more than 20 pages of advertising matter to a number. In that case leave front covers in place, and bind all advertising matter and back covers together at the end; but if periodical volume is so thick as to be bound in two parts, bind the advertising matter and back covers in a separate volume, in cloth unless too heavy,

and letter "Advertisements" in third panel and, e.g. ¹⁸⁹⁸_{14P12} in fourth. Do not letter "Text" or "Pt1" on text volume. If text mingles with advertising matter or pages with it, arrangement must not be disturbed.

- b* Put title-page and contents at beginning, and index at end, unless so printed as to make this impossible. (A table of contents arranges matter in order of occurrence in text; an index arranges it alphabetically.) Indexes must go at end even if paged with title-page.
- c* If one number makes a volume leave title-page and contents inside the covers.
- d* Where two separate paginations are in the same covers keep each pagination together, putting all front covers and advertising leaves with the first, and all back covers and advertising leaves with the second pagination.
- e* If plates are numbered consecutively through a volume, put them together at end.
- f* If plates are bound separately, bind covers and advertising leaves with text.
- g* Bind all index volumes separately, if covering several volumes.
- h* Bind separate reports by decades; e. g. 1870-79, 1880-89, unless too thick, when bind together the reports for five years; e. g. 1870-74, 1875-79, etc.

5 Sewing

- a* After they are taken apart, collate all books carefully. Without special instructions, bind only perfect books.
- b* Mend tears with transparent adhesive paper.
- c* Use Hayes's Irish linen thread.
- d* Do not sew backs deeply.
- e* Sew on soft twine (or on tapes when so instructed).
- f* Use four-ply for all books under 35 cm; for 35 cm and over, use five-ply.
- g* Sew every volume larger than 20 cm on at least three bands; sew one larger than 25 cm on four bands, or on five when extra thick.
- h* Overcast first and last signature.
- i* Sew "all along" when possible without using too small thread. Regulate size of thread so as not to swell the back. Thread must encircle each band.
- j* Mount thick or double plates on guards. Folding maps, etc. must be backed or jointed with muslin when so instructed.

6 Forwarding

- a* Cut books as little as possible. Do not cut manuscripts, maps etc. Do not trim rebound books without special instructions.
- b* Without thinning or scraping lace each band into boards, first cutting a groove for band in each board to prevent its cutting off in "knocking down."
- c* Use Davey's medium tar board.
- d* Use marbled paper linings and sides on half work. Use granite paper on cloth.
- e* On half work use vellum corners covered by paper sides.
- f* On all leather and half duck work use only tight backs.

7 Finishing

- a* Use only most usual form of roman capitals and arabic numerals.
- b* Never use roman numerals, German, old English or other fancy type.
- c* Omit punctuation except when needed to avoid ambiguity.
- d* Omit all tooling on backs except plain gilt cross lines.
- e* Put plain gilt fillet at edge of morocco.
- f* Burnish tops. Do not sprinkle edges.
- g* Do not use false raised bands.
- h* Use silk head bands in bright colors on leather work.
- i* Letter on the back. Never letter on labels without special instructions.

025.8 SHELF DEPARTMENT

READING LIST

* prefixed to topic or article indicates required reading.

Call number for *Library Journal* (L.J.) 020.5 L615, *Public Libraries* (P.L.) 020.5 P96.

*General

- 1895 Denver—Public Library. Public Library Hand-book, p.118-22, [Book Numbers and Shelflist]; p.150-55, Discarding Books; Taking Account of Stock, etc. 020.2 D43
- 1902 Plummer. Hints to Small Libraries, ed. 3, p.17-18, Book-numbers; p.27-29, Shelf-list and Inventory. 020.2 P732
- 1903 Dana. Library Primer, ed.3, p.73-75, Care of Books; p. 91-93, Author-numbers, or Book-marks; The Shelf-list; p.113, Checking the Library. 020.2 D191

Call numbers

- 1878 Schwartz. A Combined System for Arranging and Numbering. L. J. 3:6-10
- Cutter. Another Plan for Numbering Books. L. J. 3:248-51
- Schwartz. Mr Cutter's Numbering Plan. L. J. 3:302
- Dewey & Cutter. Numbering: Rejoinders to Mr Schwartz. L. J. 3:339-40
- 1879 Edmands & others. Plans for Numbering, with Especial Reference to Fiction. L. J. 4:38-47
- 1886 Cutter. Author-tables for Greek and Latin Authors. L. J. 11:280-89
- Dewey. Eclectic Book-numbers. L. J. 11:296-301
- 1887 Cutter. How to Use Cutter's Decimal Author Table. L. J. 12:251-52
- Directions for using first edition.
- 1892 * Parker. Peabody Institute System of Press Marks. L. J. 17:233-34
- 1893 * Olin. Order Table for Collective Biography. L. J. 18:144
- * Seymour. Book Numbers. Lib. Notes, v.3, no.11, p.419-50. 020.5 L611
- 1896 * James. Simplicity in Call Numbers. P. L. 1:189
- * Langton. Systems of Shelf-notation. L. J. 21:441-43
- 1902 Daniels. Author and Title Marks in Fiction. P. L. 7:143-44

Marking books

- | | | | |
|------|---------------------|-----------------------------------|-------------|
| 1893 | * Seymour. Marking. | Lib. Notes, v.3, no.11, p.426-28. | 020.5 L611 |
| 1898 | * Canfield, A. C. | Book Marking without Labels. | P. L. 3:377 |
| 1899 | Lane, L. P. | Typewritten Book Labels. | P. L. 4:443 |

Shelflist

See also under 025.2 Accession department. *Reading list. Accession book.*

- | | | | |
|------|-------------|--|------------------------------|
| 1882 | Schwartz. | New Form of Shelf-list. | L. J. 7:251-53 |
| 1895 | * Austin. | Combination Order and Shelf-list Slip. | L. J. 20:49-50 |
| 1899 | * Fellows. | [Shelf Listing for Small Libraries] | L. J. 24:C 69 or P. L. 4:264 |
| | * Crawford. | Shelf-list. | P. L. 4:381-83 |
| 1904 | * Dewey. | Card shelf-list. | P. L. 9:281-82 |

*Contagion

- | | | |
|------|--|----------------|
| 1903 | Contagious Diseases and Library Books. | P. L. 8:427-28 |
| 1905 | Contagion from Library Books. | P. L. 10:96 |

- 328.7475 N. Y. (State)—Legislature. Clerk's Manual, 1855-
date
- 418 Murray, J. A: H: Handbook of Travel-talk
- 320.1 Lieber. Civil Liberty
- 504 Herschel. Familiar Lectures. 1872
- 509 Buckley. Short History of Natural Science. 1876
- 822.33 White. Essay on the Authorship of King Henry the
6th
- 822.33 Shakspeare. Poems
- 924 Watson. Life of Porson
- 645 Shaw. Specimens of Ancient Furniture. 1836
- 823.89 Borrow. Lavengro
- 923.17 Bancroft. Martin Van Buren
- 923.17 Lodge. George Washington
- 888.9 Arrianus. Ponti Euxini
- 823.89 Borrow. Romany Rye
- 429.82 Shute. Manual of Anglo-Saxon
- 535.8 Heather. Optic Instruments. 1879
- 330 Smith, Adam. Wealth of Nations. 1789
- 330 Smith, Adam. Wealth of Nations. 1814
- 330 Smith, Adam. Wealth of Nations. 1828
- 974.34 Gridley. History of Montpelier Vt.
- 813.49 Taylor, B. Story of Kennett
- 928.27 Thackeray. English Humourists
- 646 Rimmel. Book of Perfumes. 1865

- 813.25 Ware. Zenobia
- 342.733 Tocqueville. Democracy in America
- 150 Hickok. Empirical Psychology
- 929.3 Weaver. Wells Wills
- 914 Longfellow. Outre-mer
- 974.8 P, W. Letter from a Gentleman at Elizabeth-town
- 655 Knight. Old Printer. 1854
- 572 Campbell, J: Negro Mania. 1851
- 823.79 Southey. The Doctor
- 093 Humphreys. Masterpieces of the Early Printers
- 192.1 Bacon. Complete Works, without notes
- 232.9 Andrews, S: J. Life of our Lord
- 544.6 Roscoe. Spectrum Analysis. 1872
- 094 Caxton. Game of the Chesse
- 352.0744 Cambridge Mass. Charter. 1857
- 378.42 Foster. Alumni Oxonienses
- 655 Humphreys. History of the Art of Printing. 1867
- 438.7 Woodbury, W. H. Eclectic German Reader
- 232.9 Renan. Life of Jesus
- 549.09 Moore. Ancient Mineralogy. 1859
- 326.97 Helps. Conquerors of the New World
- 245.7 Tommaso da Celano. Dies irae
- 476 Anthon. System of Latin Prosody
- 923.142 Daniel. Life of John, King of England

- 923.142 Godwin. Annals of the Reign of Queen Mary
923.142 Aytoun. Life and Times of Richard I
923.142 More. Life of Richard III
817.24 Irving. Works, complete without notes
914.358 Brown, J. R. American Family in Germany. 1886
012 Ford. Benjamin Franklin Bibliography
914.4 Prévost. France
681 Denison. Treatise on Clocks. 1868
914.41 Trollope, T. A. Summer in Brittany
355 Hallock. Elements of Military Art
822.33 Halliwell. List of Shakespere's Works
914.41 Weld, C. R. Vacation in Brittany
822.33 Shakspere. Merchant of Venice; ed. by Hudson
361 Cammann. Charities of New York
296 Stanley, A. P. History of the Jewish Church
490.6 Royal Asiatic Society. Journal
353.97816 Kansas—Adjutant general. Biennial Report
571 Dawson. Fossil Men. 1880
914.436 Jarves. Parisian Sights
671 Chaffers. Hall Marks on Gold Plate. 1868
225.48 Alford. Greek Testament
520.9 Loomis. Recent Progress in Astronomy. 1853
422 Swinton. Rambles among Words
923.1431 Carlyle. History of Frederick II of Prussia

- 636.1 Daumas. Horses of the Sahara. 1863
- 443.1 Harris, J: Idiomatic Phrases. 1673
- 923.142 Daniel. Life of Stephen, King of England
- 178.7 Fairholt. Tobacco, its History
- 551.55 Riddington. Sailor's Horn-book. 1848
- 686 Cundall. On Ornamental Art. 1848
- 010.8 Beloe. Anecdotes of Literature
- 923.142 Abbott. Life of William the Conqueror
- 923.142 Hayward. Life of William II, King of England
- 923.142 Dilworth. History of William III
- 923.142 Wright. Life and Reign of William IV
- 330.2 McVicar. Outlines of Political Economy
- 260 Cogswell. Harbinger of the Millennium
- 443.2 Fleming, C: Royal Dictionary
- 820.9 Craik. History of English Literature
- 551.7 Davison. Story of the Earth and Man. 1873
- 285.8744 Buddington. History of First Church, Charlestown
- 914.36 Bädeler. Southern Germany
- 178.7 Fierée. Du tabac
- 697.1 Edwards. Our Domestic Fire-places. 1870
- 012 Westwood. Chronicle of the "Compleat Angler"
- 914.36 Trollope, F. M. Vienna and the Austrians
- 821 Hazlitt. Select Poets of Great Britain
- 335.973 Nordhoff. Communistic Societies of the United States

- 270 Milman. History of Latin Christianity
- 821.17 Chaucer. Poetical Works, complete with notes
- 476.8 Chastillon. Gradus ad Parnassum
- 551.96 Dana. Corals and Coral Islands. 1872
- 697.1 Putnam. Open Fire-places. 1881
- 813.49 Crawford. Doctor Claudius
- 813.49 Crawford. Katharine Lauderdale
- 821.81 Tennyson. Idylls of the King
- 821.81 Littledale. Essays on Tennyson's Idylls of the King
- 821.81 Jones. Growth of the Idylls of the King
- 027.5741 Maine—State Library. Report
- 329.01 Clay. Ashland Text-book. 1844
- 329.01 Horton. Whig Banner. 1844
- 329.01 New England Democrat. F⁴. 1844-45
- 017.1 Xenia (O.) Library Association. Finding List. Q.
1893
- 017.1 Xenia (O.) Library Association. Finding List. Q.
1893
- 923.142 Martin. Life of Albert, Prince Consort. O
- 923.142 Visit of Prince of Wales to America, 1859
- 923.17 Lossing. Martha Washington
- 379.747 Cole & Hailes. Public Schools of Albany. Q
- 612 Dunglison. Human Physiology. 1832
- 612 Dunglison. Human Physiology. Ed. 4. 1841
- 612 Dunglison. Human Physiology. Ed. 7. 1850, c'41

- 071 Chatham Courier. F⁶
- 071 Chatham Republican. F⁶
- 071 Chicago Evening Journal. F⁷
- 726.1 Chipiez & Perrot. Le temple de Jérusalem. F⁶
- 912.753 U. S.—Coast and Geodetic Survey. King Plats of the
City of Washington. F¹¹
- 017.1 Denver, City Library. Finding List
- 017.1 Denver, City Library. Finding List: supplement
- 051 Atlantic Monthly
- 051 Atlantic Monthly: index, v. 1-38
- 051 Atlantic Monthly: index, v. 1-62
- 020.7 N. Y. (State)—Library School. Examination Papers
- 822.33 Shakspeare. Hamlet
- 170.9 Lecky. History of European Morals
- 923.17 Everett. Life of Washington
- 636.7 Berjean. Varieties of Dogs. 1863
- 321.2 Maine. Village Communities
- 177.8 Zimmerman. Solitude
- 923.27 Webster, D. Private Correspondence
- 928.23 Milman. Life of Gibbon
- 636.9 Marsh. The Camel. 1856
- 423 Richardson, C: New Dictionary
- 923.1454 Gilbert. Lucrezia Borgia
- 973.1 L. Letter of Columbus to Luis de Santangel

- 520.9 Lewis. Historical Survey of Astronomy. 1862
- 923.57 Leake. Memoirs of Gen. John Lamb
- 920.4 W, W. S. Joshua B. Lippincott, a Memorial Sketch
- 091 Emerson. Old Age
- 220.52 Holy Bible
- 427.9 Bartlett, J. R. Dictionary of Americanisms. 1872
- 523.13 Proctor. Other Worlds than Ours. 1870
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- 506 Royal Society of London. Philosophical Transactions. 1665—date
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- 285.17471 New York, Fifth Avenue Presbyterian Church. Brief History
- 551 Lyell. Principles of Geology. 1872
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- 220.85 Tristram. Natural History of the Bible
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- 510.8 Heather. Treatises on Mathematical Instruments.
1870
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- 520.2 Drew. Manual of Astronomy. 1870
- 815.31 Everett. Orations and Speeches
- 628.8 Edwards. On the Ventilation of Buildings. 1868

025.8 SHELF DEPARTMENT

BISCOE TIME NUMBERS

Reprinted from *Library Notes*, Oct. 1893, v.3, no.11, p.424-26.

A fuller explanation is given in *Library Journal*, Sep.-Oct. 1885, 10:246-47.

1 Plan

This scheme provides for arranging books by years from 1000 B.C.-2000 A.D. Each number consists of a single initial letter followed by figures and these again, if need be, by letters. Any year of the 19th and 20th centuries, in which the greater proportion of our books belong, is designated by a letter and single figure. For the three preceding centuries a letter and two figures are needed, only incunabula and ancient writings requiring a letter and three figures. Few characters are wasted for the period when few books were written, as A, B and C cover the years to A.D. 1499.

To D,E,F, which stand for centuries, two figures must be added, the number for a book published in 1652 being E52; in 1507, D07.

B, covering the first 10 centuries and C, covering five centuries, must be followed by three figures; thus a book issued in 1472 would be numbered C472.

Table

A	B.C.		N	1870-79	} 1 figure
B	A.D.1-999	} 3 figures	O	1880-89	
C	1000-1499		P	1890-99	
D	1500-99		Q	1900-9	
E	1600-99	} 2 figures	R	1910-19	
F	1700-99		S	1920-29	
G	1800-9		T	1930-39	
H	1810-19	} 1 figure	U	1940-49	
I	1820-29		V	1950-59	
J	1830-39		W	1960-69	
K	1840-49		X	1970-79	
L	1850-59		Y	1980-89	
M	1860-69		Z	1990-99	

2 Directions

American books take their numbers from the last copyright date; English and other foreign books, from date of publication; e.g. Dana's *Text Book of Geology*, Phil. 1864, copyright '63, has as its book number M3; edition 2 of the same book pub-

lished and copyrighted in 1874 is N₄. Weller's *Portable Atlas of Physical Geography*, Lond. 1873, is N₃.

A series or set takes its number from the first volume, even though that may be lacking in the library set; e.g. *Popular Science Monthly*, v.10-20, is N₂, the date of v.1 not of v.10. When more than one work in the same class calls for the same number, these numbers are *differentiated by adding lower case letters*; e.g. Bradbury & Emery's *Academic Algebra*, Wells's *Short Course in Higher Algebra* and Sensenig's *Numbers Universalized*, all published in 1889 call for O₉. Supposing the books to come into the library in the above order, Bradbury would be O₉; Wells, O_{9a}; Sensenig, O_{9b}. These letters are added arbitrarily in the order the books are received without regard to alphabetic arrangement. In a closely classed library additions to final subdivisions are seldom more than one a year. In the exceptional cases, use of a letter allows for 26 additions; the numbers therefore are neither long nor complicated.

If in doubt, an approximate date may be used and corrected later when full information is acquired. Hunting down obscure dates consumes much time and in the average library is not worth what it costs. L alone would mean a book published somewhere in the '50s of the 19th century, and F₉ one of the last decade of the 18th (F₀₉ being the mark for 1709). This occasional uncertainty is analogous to the case of anonymous and pseudonymous books in an author arrangement.

Dates B.C. may be treated in any one of the three ways suggested below. If numbers are given from date of writing or first publication there will be a few A books; but if from date of printing or copyright, none at all. Of the three ways of treating dates B.C. the best is:

- 1 Subtract the decade B.C. from 99 and use the resulting number, thus securing correct order with a shorter number than in 2. This approximate date is sufficiently close, since the exact year of writing is difficult to determine and the number of books in any subject in a single decade small.

The alternatives are:

- 2 Subtract the date B.C. from 1000 and use the resulting number, which will secure proper sequence.
- 3 Use the actual B.C. date, since among so few books no great confusion would result from thus inverting the regular order.

100

101

102

025.8 SHELF DEPARTMENT**LOWER CASE LETTERS IN BOOK NUMBERS, NEW YORK STATE LIBRARY**

Cutter numbers in New York State Library are assigned from first edition of Cutter tables and are thus given in the following examples; in practice work Library School students use Cutter tables revised by K. E. Sanborn.

1 Time numbers

Works in same class that call for same number are differentiated by adding to time number lower case letters, a, b, c etc. See p. 624.

2 Special author numbers

- a In general when special number is a capital letter only, the figures 1, 2, 3 etc. are added for subsequent books; e.g. D, D₁, D₂. If number covers many works, the figure 1 may be added for second work as above, and for subsequent works 1 and initial of editor or translator; e.g. D, D₁, D_{1s}.
- b When special number is a capital letter and figure, lower case letter of editor's or translator's name is used to distinguish two editions of same work; e.g. R6s, R6s₁, R6s₂, R6t. No attempt is made to keep together editions by same editor. Book number for an edition of *Macbeth* by Rolfe would be T5r, the next by Reynolds, T5r₁, another by Rolfe, T5r₂ etc. If no editor appears, initial of publisher's name or x, y, z is used; e.g. R6x. When sure that there will be many editions of same work, lower case letter may be added to first book.

3 Library School theses and bibliographies

Bound theses and bibliographies of New York State Library School are differentiated by lower case initials of authors; e.g. thesis, 020.7 NO_{1s}, NO_{1w}; bibliography, 020.7 NO_{2s}, NO_{2w}.

4 International congresses

Cutter number for name of congress, differentiated by lower case initials of authors.

5 American local government

Lower case letters are used for official publications under American local government numbers, according to the following table originally printed in *Library Notes*, Oct. 1893, v.3, no.11, p.436.

Under 352.07 further subdivided to state, Cutter number is assigned for cities and towns to bring them into alphabetic arrangement. Beyond this are added as follows:

- a Charters; e.g. Charter of Worcester Mass. 352.0744 W89a
- b State laws relating to city
- d Municipal reform; investigations
- e Mayor's message; reports of town officers
Official documents when published in sets are put here.
- i Aldermen
- k Common council; journal; municipal register; manual; opinions of council. Law department report
- n Supervisors
- o Ordinances; bylaws; code
- u History
- v [N.Y. City Record]
- y General

6 Fiction and poetry

In case of authors not brought out in the classification, second and subsequent books by same author are differentiated by adding to Cutter number lower case initial of title. When there are likely to be many books by same author, lower case letter for first book is added; e.g. Crawford, Sant' Ilario 813.49 C85s.

This method may be adopted in any class in which the number of books makes it necessary; e.g. 244, 814.39, 814.49, 817.39, 817.49, 818, 818.2, 818.39, 818.49, 824.79, 824.89.

7 Biography

When there are many lives of a person, as in case of Columbus and rulers, the number for biographee is followed by lower case initial of author; otherwise the first life has number only, e.g. *Memoirs of the Life of Henry Van Schaack* 923.57 V36.

8 Regimental histories

For regimental histories in the Civil War (973.744-.749) book numbers are assigned by scheme printed in the sixth edition of the *Decimal Classification*, a, b, c etc. being added to distinguish different histories or editions; e.g. histories of the 25th Massachusetts infantry, 973.7444 J25, 973.7444 J25a.

9 Figures

In other cases figures are added to distinguish in the same class number:

- a Different books by same author
- b Different editions
- c Books by different authors

025.8 SHELF DEPARTMENT

BOOK NUMBERS FOR SPECIAL AUTHOR LIBRARY

For all authors having special numbers in the classification D-N are used, and O-Z as far as special schemes have been worked out, A-C being used only for authors for whom the library wishes to keep all its material together, e. g. Shakspeare, Göthe, Dante.

- A Bibliography. Authorship controversies
 - B Biography
 - C Biographical collateral
 - D Higher criticism
 - E Minor criticism (textual)
 - F Sources; allusions; learning
 - G Miscellany; concordances; societies etc.
 - H Quotations, tales and plays from, adaptations, condensations etc.
 - I Complete works without notes
 - J Complete works with notes
 - K Complete works in translations
- For living authors put works complete to date with the I, J and K.
- L Partial collections without notes
 - M Partial collections with notes
 - N Partial collections in translations
 - O-Z Individual works

Shakspeare scheme

A to N are assigned as above.

O Comedies	S Tragedies
O ₁ All's Well that Ends Well	S ₁ Antony and Cleopatra
O ₃ As You Like It	S ₃ Coriolanus
O ₅ Comedy of Errors	S ₅ Cymbeline
O ₇ Love's Labor Lost	S ₇ Hamlet
P ₁ Measure for Measure	T ₁ Julius Caesar
P ₃ Merchant of Venice	T ₃ King Lear
P ₅ Merry Wives of Windsor	T ₅ Macbeth
P ₇ Midsummer Night's Dream	T ₇ Othello
Q ₁ Much Ado about Nothing	U ₁ Pericles
Q ₃ Taming of the Shrew	U ₃ Romeo and Juliet
Q ₅ Tempest	U ₅ Timon of Athens
Q ₇ Twelfth Night	U ₇ Titus Andronicus
R ₁ Two Gentlemen of Verona	V ₁ Troilus and Cressida
R ₃ Winter's Tale	W Histories

W₁ Henry 4
W₃ Henry 5
W₅ Henry 6
W₇ Henry 8
X₁ King John
X₃ Richard 2

X₅ Richard 3
Y₁ Poems
Y₃ Venus and Adonis
Y₅ Lucrece
Y₇ Sonnets
Z Spurious works

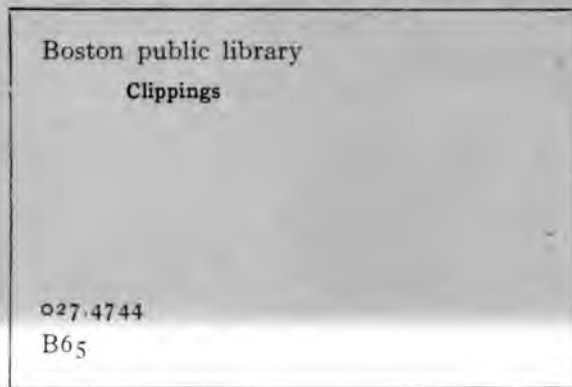
029.3 CLIPPINGS

ARRANGEMENT OF CLIPPINGS, NEW YORK STATE
LIBRARY

- 1 Classify like books and arrange in order of class numbers.
- 2 Consult clippings decisions at beginning of class number in L (vertical) file to see if special arrangement is required. In making first sheet under new number or in case of doubt consult person in charge.
Usually under class arrange:
 - a Chronologically
 - b Alphabetically by name of paper
- 3 Write class number in black ink in upper right corner of recto of a 25x20 cm punched manila sheet, $\frac{1}{2}$ cm from each edge. If a subhead is needed letter it below the class number; e.g.

012	020.7	024
Washington	Pratt institute	Boston—Public
		1871
- 4 Letter on sheet at head of article, name and date of paper from which clipping is taken.
 - a Letter neatly and not too large.
 - b Follow *Library School Rules* for capitalization.
 - c Use L.B. dates without punctuation; e.g. 12 Je 01 not 12 Je. '01. See *Library School Rules*, 1899, p. 39.
 - d Omit punctuation at end of lines except after abbreviations.
- 5 Before trimming a clipping see whether there is any matter on back which should be preserved. If so leave margin for a hinge. See Rule 6b.
- 6 a Usually paste only edges of clippings. (Use Day's white paste.) Mount on both sides of sheet. If clipping runs over a sheet tie sheets together and number. Mount illustrations valuable enough to keep, at end of article if they interfere with columns.
 - b If there is material to be preserved on both sides of clipping tip in and fold.
- 7 Leave $2\frac{1}{2}$ cm margin on punched edge and, if possible, $\frac{1}{2}$ cm on outer edge. Leave 2 cm margin at top and $\frac{1}{2}$ cm at bottom of each page, also 2 cm between clippings.
- 8 Arrange sheets in L file by class numbers and subheads.
- 9 a When there are enough clippings on one topic put into a binder, dividing at end of a year.

- b* Shelflist binder like pamphlet boxes, without accessioning, penciling "cl." (clippings) on shelflist in accession number column.
- c* Prepare fresh sheet and letter "Vol.2" at top of page in middle. When enough sheets have accumulated in L file to fill another binder, treat as vol.2.
Use red backed binders 3 cm thick, fastening sheets with McGill patent fasteners, flat heads, no. 4. (Black backed binders are used for pamphlets.) Binders cost about \$7.50 a 100; fasteners with 1 inch shank, \$2.50 a 1000.
- 10 Label clippings binders like pamphlets binders with 5x7½ cm blue tinted labels. Paste label on front cover near back, placing lower edge of label 5 cm from bottom of binder.
- 11 Stamp "Clippings" on label below subject or title; e.g.

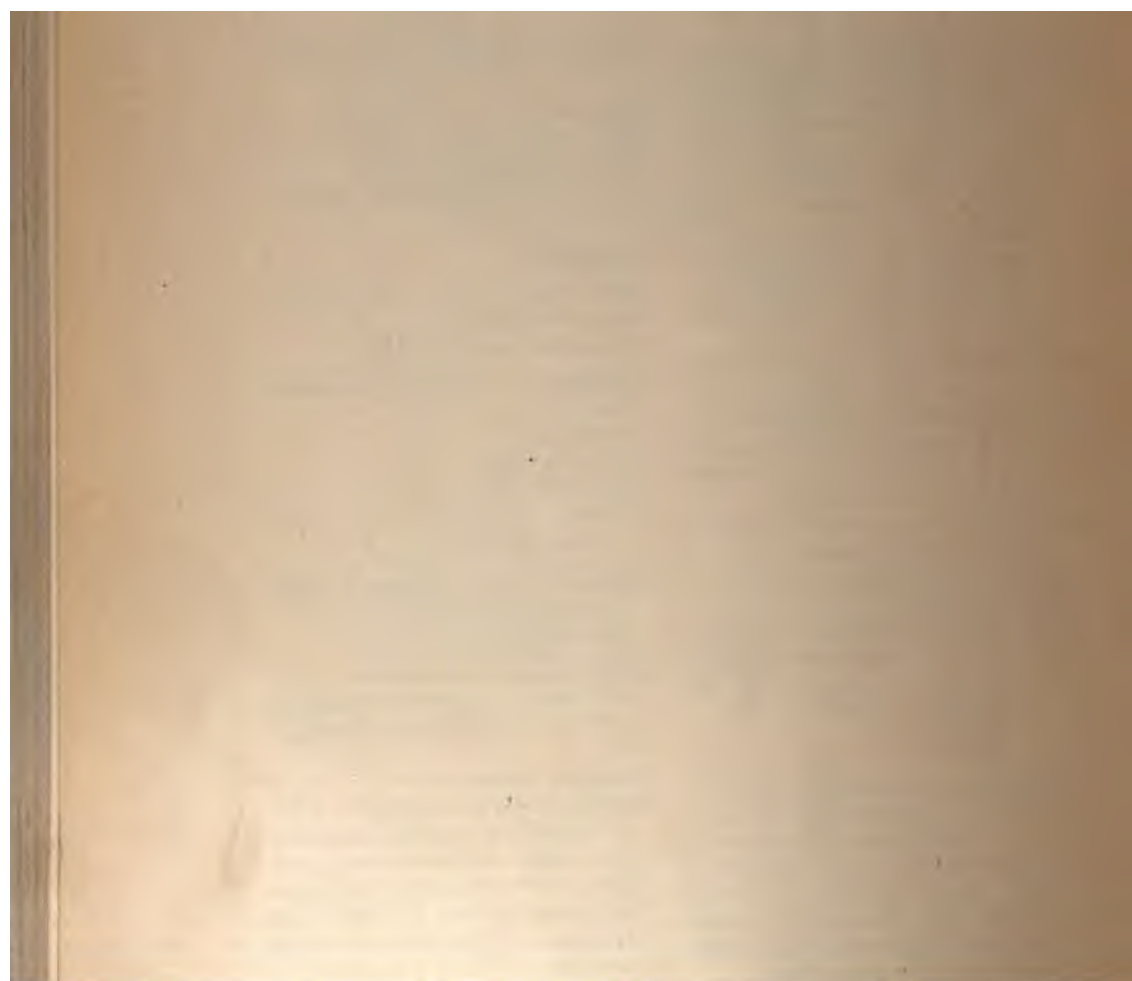


- 12 Mount blanks and forms by subject on separate sheets, following same general rules. In L file arrange sheets containing blanks before those containing clippings.

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Bb 2-4 Colonial New England; Travel in North America; History of the 17th Century. 80p. July 1897. 15c.

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Phillips Brooks. Hawthorne. Ben Jonson. Charles Kingsley. Poems on Lincoln, Grant, Sherman and Sheridan. J. L. Motley. R. L. Stevenson. Charles Sumner. Bayard Taylor. John Wesley. Members of A. L. A. Lists of Books for Children. Higher Criticism of the Old Testament. Christian Art. Church History. Clubs for Boys and Working Girls. Single Tax. Tramps and Vagrants. Municipal Government. Politics and Party Government in New York City. New Philanthropy. Education of Women. Index to University Extension Periodicals. English Works on King Arthur and the Round Table. Household Economics. Art of the 17th Century. Some Famous Cathedrals. 10 Popular Paintings. Photography, 1880-98. Wagnerian Music Drama. Greek and Latin Plays Produced by Schools, Colleges and Universities in the United States. Cycling. Angling, 1883-93. Minor American Poetry, 1860-97. English Literature of Later 18th Century. Fiction for Girls. Russian Realists. Graded List of History and Travel. English and American Explorations in Africa since 1824. Literature Relating to the Hudson River. Adirondack Mountains. Travels West of the Mississippi prior to 1855. 200 Books in Biography for Popular Library. Josephine and the Women of her Time. History of the 16th Century. Edinburgh. Missouri in the Civil War. Maryland; Colonial and Revolutionary History. Classified Index to *Library Journal*, v. 1-12.

New York State Education Department

NEW YORK STATE LIBRARY AND HOME EDUCATION

The State Library includes general, sociology, law, medical, education and history libraries, library for blind and the Library School. Besides the usual work of a great reference library, its field covers compilation of catalogues, bibliographies, indexes, reference lists and other aids and guides for readers not having direct access to the library, lending books to students and promotion of the general library interests of the State.

As the library was founded for the benefit of the whole State, books not readily accessible elsewhere and not so much used at Albany as to make their brief absence from the shelves serious are lent under rules guarding against loss or undue detention to :

- 1 Any institution in the University.
- 2 Any registered public or free library.
- 3 Responsible heads of state institutions, departments or courts, or to those connected with the state government and needing books for use in their official work.
- 4 Registered study clubs, extension centers, summer schools or other recognized educational agencies.
- 5 Any resident of the State making studies or investigations in which he needs the assistance of the State Library, provided that his responsibility is known to the library or that he gives satisfactory references or makes a deposit covering the value of the books.

The State Library recognizes this lending of books to distant points as a very important part of its work and aims to be of service to the largest number possible of those needing its assistance, not only in lending but in recommending the best books and in furnishing, through its Home Education Department, devoted specially to such work, printed or manuscript aids to those pursuing studies or courses of reading without a teacher.

The Home Education Department includes promotion, sympathetic assistance and supervision of study clubs, literary clubs, summer, vacation, evening and correspondence schools and other forms of extension teaching, lecture courses and other agencies for promoting and extending more widely opportunities and facilities for education to those unable to attend the usual teaching institutions.

The most potent factors in this work are: (1) putting the best reading and pictures within reach of all citizens by public, traveling, house and home libraries and annotated book lists; (2) stimulating formation of study clubs, helping on programs, and lending books and pictures. There are now about 600 of these clubs registered as doing 10 or more weeks consecutive, systematic work on some approved specific subject; (3) the aid given in organizing new and increasing efficiency of established local libraries by the public libraries section through which the State yearly expends about \$60,000 for the benefit of free libraries. This section is devoted to promoting general library interests of the State and in all practicable ways assisting communities willing to do their part in providing the best reading for their citizens.

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